



"Accepting the Challenge"

Policy Review Committee Minutes

Wednesday, October 17, 2012, 11:30 a.m.
Board Room, Administration Office

Present: G. Kruck (Chairperson), P. Bartlette, M. Sefton
Dr. D. Michaels, Mr. K. Zabowski

1. CALL TO ORDER:

The Policy Review Committee Meeting was called to order at 11:40 a.m. by the Committee Chairperson, Mr. Glen Kruck.

2. APPROVAL OF AGENDA

It was agreed review of Policy 4001 – "Off-Site Activities" would be moved to the first item for discussion on the agenda. The Committee agenda was approved as amended.

3. PREVIOUS COMMITTEE MINUTES FOR INFORMATION PURPOSES ONLY

The Minutes of the September 19, 2012 Board Meeting were received as information.

4. COMMITTEE GOVERNANCE GOAL ITEMS

NIL

5. OTHER COMMITTEE GOVERNANCE MATTERS.

a) Policy and Procedures 4001 – "Off-Site Activities"

The Committee reviewed the final draft of Policy and Procedures 4001 – "Off-Site Activities". The Secretary-Treasurer spoke to the changes made regarding updating the insurance clauses; the solicitor's opinion regarding life guard training; and the Department of Education's feedback regarding international watercraft. Discussions were held regarding the need to keep costs at a minimum. It was agreed a line regarding costs, similar to the Seven Oaks School Division Policy on costing for school activities, would be included in the policy as it pertains to co-curricular activities and trips. The Committee agreed to recommend approval of the revised policy and procedures to the Board of Trustees (Appendix "A").

RECOMMENDATION:

That Policy and Procedures 4001 – "Off-Site Activities" be rescinded and replaced with Policy and Procedures 4001 – "Off-Site Activities".

b) Trustee Code of Ethics

The Secretary-Treasurer presented the revised Policy and Procedures 2005 noting the changes made as directed by the Committee to include those clauses recommended by Manitoba School Boards Association (MSBA) which had not been included in the Board's current policy and procedures and to keep in the clauses to which the MSBA had been silent on. Detailed discussions were held regarding the difference between ethics and conduct and the effect each would have on the work of the Board of Trustees. It was noted that two policies could be developed. One policy to acknowledge Trustee conduct in order to meet the provincial compliance to have such a policy; and a second policy on Trustee ethics which would outline the Board's values. The Committee agreed to reaffirm the Division's current Policy and Procedures 2005 – "Trustee Code of Ethics" (Appendix "B"). The Committee also agreed to establish a new Policy and Procedures 2001 – "Trustee Code of Conduct" (Appendix "C"). This new policy and procedure would contain all the revisions as presented by the Secretary-Treasurer. It was also agreed that any redundancy which may show up in both policies 2001 and 2005 would be kept in to reiterate the importance of the statement.

RECOMMENDATION:

That Policy and Procedures 2005 – “Trustee Code of Ethics” is hereby reconfirmed.

That Policy 2001 – “Trustee Code of Conduct” is hereby approved.

c) Live Recordings of Board Meetings – Policy and Procedures

The Secretary-Treasurer reviewed the draft policy and procedures regarding Recording and Broadcasting of Regular and Special School Board Meetings. (Appendix “D”) He noted the draft policy and procedures had been approved by the Division solicitor who had agreed that the written minutes should be the official public record of the meeting and recommended that video recordings be stored for a period of 10 years. Following discussion, the Committee agreed to recommend the draft policy and procedure for approval by the Board of Trustees.

RECOMMENDATION:

That Policy and Procedures 2021 - “Recording and Broadcasting of Regular and Special Board Meetings” is hereby approved.

d) Private Sponsorship

The Secretary-Treasurer spoke briefly to this item, highlighting his meeting with the Division’s solicitor and the Division’s auditor on the topic. Further detailed information will be discussed on this item at the next Committee meeting.

e) 2013-2014 Budget Deliberations

The Committee requested consideration of the following possible budget programming enhancement needs:

- Bus support for curricular, co-curricular and extra-curricular activities;
- Emergency funding for sports travel teams due to inclement weather;
- Funding for teachers so that students do not have to pay for teachers to accompany them on off-site activities;
- Assistance in band travel costs to encourage more students to participate;
- A possible per student grant;
- A budget line for Policy 5026 – “Harassment”.

The Committee requested further discussions on this item take place at the next meeting.

6. NEXT MEETING: 11:30 a.m., Wednesday, November 21, 2012

The meeting adjourned at 1:00 p.m.

Respectfully submitted,

G. Kruck, Chair

P. Bartlette

M. Sefton

K. Sumner (Alternate)



BRANDON SCHOOL DIVISION POLICY

Appendix A

POLICY 4001

OFF-SITE ACTIVITIES

Adopted:

The Board of Trustees of the Brandon School Division supports the concept that a balanced educational program involves provision for activities at the school site and for off-site activities that provide the opportunity for **all** students in a school to participate.

The **Division** will work with agencies at the local, provincial, national, and international levels in programs involving students, provided such programs have the approval of the administrative staff of the school and, when required, the Superintendent of Schools/CEO and/or the Board.

This policy is to be used as a basis for preparing and conducting all off-site educational activities in the Division. It is the responsibility of the Principal and supervising staff member(s) to refer to referenced documents and policies to ensure that all off-site activities meet with the policy requirements of the Division.

Off-site activities are to demonstrate the key understandings that:

- learning requires purposeful involvement;
- interpersonal relationships are essential to the learning process;
- knowledge is constructed within a climate of inquiry;
- clear expectations and relevant feedback are needed; and
- diversity is valued with a responsive environment.

Off-site activities are to take place within a context of:

- attention to the safety and security of students;
- attention to risk assessment of off-site activities; and
- protection of students, staff, volunteers, and the Brandon School Division.

The following references are to be used to provide direction for teachers and principals in the preparation and review of off-site activities:

- 1) Procedures 4001: Off-Site Activities;
- 2) Safety Guidelines for Physical Activity in Manitoba Schools (revised for Brandon Schools, 2004-2005);
- 3) Youth Safe Manitoba-School Field Trip Resource;

- 4) Planning Ski Education Programs – A Reference Guide for Schools (Manitoba School Boards Association);
- 5) Swim Safe Programs: A Reference Guide for Schools (Manitoba School Board Education/Seine River School Division);
- 6) Out-of-Class Safety Handbook (Manitoba Education);
- 7) Policy 4058: Out of School Physical Education Approval Process; and
- 8) Policy 9016: Cancellation of School Bus Service.



BRANDON SCHOOL DIVISION POLICY

PROCEDURES 4001

OFF-SITE ACTIVITIES

Adopted:

The procedures outlined herein support the effective implementation of Policy 4001: *Off-Site Activities* to provide for the safety of all students, staff, and volunteers during their participation in and supervision of off-site activities/trips.

All Principals and Teachers-in-Charge are expected to ensure that all activities encompassed in an off-site proposal meet the requirements outlined in these procedures.

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I. RATIONALE FOR OFF-SITE ACTIVITIES/TRIPS

A. Rationale for Off-Site Activities/Trips

The purpose of off-site activities/trips is to provide students with a range of quality off-site educational experiences.

B. Assessment of Educational Opportunities

The Mission of the Brandon School Division is, “to enable each student to achieve maximum intellectual, emotional, social and physical growth”.

Off-site activities/trips are defined as activities having educational value, which take place beyond the confines of the school, in or out of school hours.

There are two categories of off-site activities and trips:

1. Co-Curricular – extensions to the Manitoba curricula; not essential to its implementation.
2. Extra-Curricular – interest and enrichment learning experiences with voluntary participation to both students and staff.

Criteria for selection of suitable off-site activities/trips are as follows:

- relates to and enhances the school program;
- provides demonstrated educational value;
- demonstrates clearly stated objectives and learning outcomes;
- appropriate to the physical, social, emotional and cognitive development of the students;
- encourages curriculum integration and articulation;
- warrants the travel, time and cost required in making the off-site activities/trips a quality experience; and
- demonstrates that health and safety factors are integral to planning and implementation.

II. STUDENT PARTICIPATION

A. Responsibilities of the Student

The Teacher-in-Charge must advise students of the responsibilities during an off-site activity/trip. As a minimum, each student participating in an off-site activity/trip must:

- comply with the rules of the School Division and the requirements of the school's student code of conduct;
- fulfill all the preparatory requirements at an appropriate level of performance;
- dress appropriately for the off-site activity/trip;
- cooperate fully with everyone authorized by the Brandon School Division to provide education programs and other services;
- participate in a responsible and cooperative manner during the trip;
- account to the teacher-in-charge and volunteers for his/her conduct;
- respect the rights of others; and
- carry out all follow up procedures in an appropriate manner.

No student will be permitted to go, or continue on an off-site activity/trip, if he or she is unwilling or has shown an unwillingness to follow instructions and accept supervision.

No student will be able to participate in an off-site activity/trip unless enrolled in a sponsoring or participating school, with good standing in the class or group taking part.

B. Funding Sources for Activities and Trips

The following requirements are to be noted. Additional funding support is provided by the Board of Trustees through the schools' operating budgets. This support is in recognition that some students may experience financial hardship from time to time, and require assistance. Specific information is available on the Brandon School Division website (www.brandonsd.mb.ca). Information about financial assistance is to be provided through all avenues of home school communications.

1. Curricular Activities and Trips

Funding for curricular activities and trips will be provided by available school funds with NO CHARGE to student participants.

2. Co-Curricular Activities and Trips

Funding for co-curricular activities and trips may be shared between the school through available school and/or parent council funds, and by the student/parent/guardian or group fundraising.

Costs to parents/guardians for their child's participation in co-curricular activities and trips will be kept to a minimum. No child shall be denied access to the off-site activity/trip because of cost.

3. Extra-Curricular Activities and Trips

Funding for extra-curricular activities and trips must be shared between project fundraising and by the student. Financial contribution by students must not exceed \$75.00 a week from date the trip is announced to date the trip is taken.

No school funds may be used to cover travel costs for the activity. Students must contribute at least one-third (1/3) of the cost to be eligible for support from specific divisionally sponsored funding for extra-curricular activities.

III. RESPONSIBILITIES

A. Responsibilities of the Board

The Board of Trustees is responsible for the following:

1. The initial approval of all activities and trips requiring:

- "air travel";
- "wilderness" location;
- out of country location;
- in excess of five (5) days; and
- in excess of \$1000 per student participant; approval must be received before any fundraising or expenditure of money shall occur.

2. The final approval of all "air travel" and "wilderness" activities and trips, and "short stay" activities and trips that take students out of the country.

It is expected that the Board of Trustees shall:

- be thoroughly familiar with the details of the proposed activity and/or trip;
- consider the request at a Board Meeting within four weeks of receipt of the completed application; and
- reply in writing to the school team within three (3) weeks of the presentation.

B. Responsibilities of the Superintendent of Schools/CEO

The Superintendent of Schools/CEO is responsible for the following:

1. The final approval of “out of province” activities and trips not requiring Board approval.
2. Preliminary approval for submission to the Board of Trustees for “air travel” and “wilderness” activities and trips, and “short stay” activities and trips that take students out of the country.
3. Ensuring the schools have provided information relating to student activities involving water and other related high risk activities.

It is expected that the Superintendent of Schools/CEO shall:

- be thoroughly familiar with the proposed “out of province” activity and/or trip, as well as “air travel” and “wilderness” activities and/or trips, and “short stay” activities and/or trips that take student out of the country;
- meet with the school principal to discuss “air travel” and “wilderness” activities and/or trips, and “short stay” activities and/or trips that take students out of the country;
- respond to the “teacher applicant” within two weeks of receipt of the request if additional information is required or if interim/final approval is given; and
- upon approval, forward the off-site request to the Secretary-Treasurer’s Office for Board consideration.
- Upon Board approval a copy of the off-site request will be forwarded to the Principal.

C. Responsibilities of the Principal

The school Principal is responsible for the following:

1. The final approval of day activities and trips, and work experience.
2. The final approval of “short stay” activities and trips not requiring approval of the Superintendent of Schools/CEO or the Board of Trustees.
3. The recommendation to the Superintendent of Schools/CEO of “out of province” activities and trips. Such recommendation to delineate as to the activity/trip’s status:
 - Curricular;
 - Co-Curricular; or
 - Extra-Curricular.

4. The recommendation to the Superintendent of Schools/CEO and the Board of Trustees of “air travel” and “wilderness” activities and trips, and “short stay” activities/trips outside the country. These include:
- air travel;
 - wilderness location;
 - exceeding five (5) days; and/or
 - exceeding \$1000.00 per student participant; approval from Board of Trustees is required before any fundraising or expenditures of money shall occur.

It is expected that the Principal shall:

- be thoroughly familiar with the proposed activity/trip;
- reply to sponsoring teacher(s) within three (3) weeks of receipt of proposed trip;
- have confirmed that the requirements of Policy/Procedures 4001: *Off-Site Activities* are adhered to in the planning and preparation of the activity/trip;
- have determined that the planned activities are educationally appropriate;
- have determined that the teacher-in-charge is capable of planning and leading the trip;
- have determined that the activity/trip is suitable in all respects for the students participating, including their age, maturity, physical abilities;
- have determined in conjunction with the teacher-in-charge that the destination is suitable and safe; and
- ensure that schools publicize the budget requirements for an activity/trip well in advance to allow students to save and/or fundraise for the activity or to request financial support from Division funds.

School Principals must ensure that eligibility criteria are established for all off-site activities/trips in accordance with those delineated in Section I, part B of these procedures.

D. Responsibilities of the Teacher-in-Charge

The teacher-in-charge is responsible for the planning, coordination, implementation and supervision of the off-site activity/trip.

The teacher-in-charge must:

- be fully aware of the information and expectations contained within Policy and Procedures 4001: *Off-Site Activities*, and sign off with an acknowledgement of their reading of the Policy and Procedures;
- possess leadership qualifications relevant to the activity/trip, wide practical experience and familiarity with the area and activity, and competence to lead the activity;
- consult with and obtain the approval of the Principal before and during the planning of any off-site activity/trip, and preparation of the Pre-Trip Proposal and Emergency Response Plan (see Forms);
- ensure that the appropriate documentation is filed with the school Principal, or school Principals if the trip involves two or more schools;
- select appropriate volunteers for the activity and provide volunteers with direction as to the requirements of the trip and their responsibilities;
- approve the list of participating students;
- supervise the off-site activity/trip for the duration of the activity/trip (24/7 if it includes overnight);
- follow the safety guidelines and requirements of the appropriate section of Procedures 4001: *Off-Site Activities*. If possible, have visited the location or have gathered verified information about the location of the off-site activity/trip prior to the activity/trip, and be familiar with the seasonal conditions at the time of the activity/trip;
- have the training and knowledge appropriate for leading the trip (see *Assessing Teacher/Leader Competency for Higher Care Activities*). Where no teacher-in-charge has the necessary qualifications for the activity/trip, the school needs to contract a qualified guide and/or service provider;
- plan a parent/guardian meeting as required, and contact parent(s)/guardian(s) who are unable to attend and provide information;
- ensure that all parent(s)/guardian(s) of the students participating in the off-site activity/trip have been informed about the activities and have signed an *Informed Consent – Acknowledgement of Risk* form;
- ensure that all equipment is safe and well maintained. The teacher-in-charge will determine what specialized equipment, including emergency equipment and clothing, is required;

- ensure that the appropriate trip documentation accompanies the teacher-in-charge and other trip supervisors;
- provide for both male and female chaperones if both male and female students are participating;
- advise and verify that students have appropriate vaccinations for out-of-Canada trips;
- obtain special travel health coverage for all members of the travel group for “out of province” trips (see Section 5, part C *Insurance Protection*);
- advise parent(s)/guardian(s) that students **MUST** have equipment (including clothing and footwear) that is appropriate to the level of activity being undertaken and to the students’ size and experience;
- comply with all Brandon School Division policies and procedures, including Policy 7001: *Student Conduct*; advise the students as to the expectations and consequences regarding appropriate behaviour, including taking whatever precautions are necessary to ensure the proper conduct, appropriate behaviour and safety of the students;
- ensure that the transportation guidelines, policies and posted speed limits are followed;
- advise students regarding activity/trip hazards and appropriate safety procedures, including any new airport measures;
- consider in the planning and conduct of off-site activities/trips, the age, physical and psychological capabilities of the students and their experience; selected activities must be within the capabilities of the students;
- prepare thoroughly before students engage in an activity/trip. Ensure that students are instructed in the proper use of equipment, in the demands of the activity, risks and hazards, safety precautions and emergency procedures. Supervision will be required to ensure that these instructions are observed throughout the trip;
- ensure that a precise attendance count is taken at all points of departure on the trip (sample attendance grid can be found in Forms);
- ensure that each group has a teacher-in-charge or one of the approved volunteers in charge, if a group splits into two or more independent travelling groups; and
- refer to Section 7: Planning Aquatic Activities for any off-site activity/trip involving aquatics (swimming, watercraft, etc.).

In a wilderness or remote setting the teacher-in-charge must also:

- ensure that appropriate communication devices are taken on the trip;
- notify local area authorities, such as RCMP, forestry or park officials, about the proposed activity/trip and location or route to be used;
- contact local information authorities regarding environmental conditions, seasonal wildlife concerns and trail conditions;
- establish procedures so that contact can be made with the school Principal via RCMP, forestry or park officials or other persons in the area;
- obtain camping permits, fire permits, and other licenses and “area use” permission, where required;
- establish and communicate class safety and emergency procedures to all participants; and
- be aware of the location of the nearest medical station and their contact information.

E. Responsibilities of Volunteers

When individuals are accepted as volunteers they are considered as representatives of the Brandon School Division and have the same standard of conduct and protection as applied to Brandon School Division staff and students. It is the responsibility of the teacher-in-charge and the Principal to select and prepare volunteers to fill their role. It should be remembered that in the delegation of responsibility to others, the authority and accountability remain with the teacher(s)-in-charge and the Principal.

Volunteers are part of the supervision of an off-site activity/trip and are expected to:

- comply with School volunteer Criminal Record and Child Abuse Registry Check of the Division. All forms are available from the school’s office;
- comply with the requirements of Policy and Procedures 4011: *Off-Site Activities*, and complete the Volunteer Application available from the school’s office;
- have qualifications appropriate for the off-site activity/trip;
- know the details of the off-site activity/trip and their specific duties and authority prior to departure;
- exhibit positive behaviour and be an exceptional role model; refraining from the consumption of alcohol and/or drugs, unless medication is required;

- support and follow the school code of conduct;
- report any inappropriate conduct to the teacher-in-charge;
- adhere to the schedule or itinerary; and
- dress appropriately for the off-site activity/trip.

IV. OFF-SITE ACTIVITY/TRIP APPROVAL PROCESS

A. Trip Designation

<i>Trip/Activity Designation</i>	<i>Required Approval</i>	<i>Document Retention</i>
Day Activities/Trips (*)	Principal	School / must be kept until the end of the third (3 rd) school year after the youngest participant turns 21 years of age
Work Experience	Principal	School/must be kept until student graduates from high school.
Short Stay Activities/Trips (**)	Principal	Division / Indefinite
Out of Province Activities/Trips	Principal and Superintendent of Schools/CEO	Division / Indefinite
Activities/Trips exceeding five (5) days	Principal, Superintendent of Schools/CEO, and Board of Trustees	Division / Indefinite
Activities/Trips outside of Canada (*) (**)	Principal, Superintendent of Schools/CEO, and Board of Trustees	Division / Indefinite
Activities/Trips requiring Air Travel	Principal, Superintendent of Schools/CEO, and Board of Trustees	Division / Indefinite
Activities/Trips to/in a Wilderness Location	Principal, Superintendent of Schools/CEO, and Board of Trustees	Division / Indefinite
Activities/Trips exceeding \$1000 per student (approval must be received before fundraising can take place)	Principal, Superintendent of Schools/CEO, and Board of Trustees	Division / Indefinite

(*) Day activities/trips that take students outside of Canada also require the approval of the Superintendent of Schools/CEO.

(**) Short stay activities/trips **outside of Canada** also require the approval of the Superintendent of Schools/CEO and the Board of Trustees.

An Off-Site Activity/Trip Form must be completed and submitted to the principal for the approval of an off-site activity/trip. These forms are found, electronically, on the Brandon School Division website.

B. Process of Approval

DAY ACTIVITIES/TRIPS

Day activities/trips are excursions away from the school property that begin and end within a 24-hour period, and which do not require overnight accommodation arrangements.

The Teacher-in-Charge completes a pre-trip proposal. If accepted by the Principal, the teacher completes the Off-Site Activity/Trip Form and submits it to the Principal **seven (7) days** prior to the activity/trip.

The Principal reviews the trip proposal and Off-Site Activity/Trip Form. If they meet the educational and safety criteria as outlined in the Off-Site Policy and Procedures, the Principal may approve the off-site activity/trip.

A copy of the approved Off-Site Activity/Trip package is to be in the possession of the Teacher-in-Charge and any volunteers approved for the activity/trip for the duration of the activity/trip.

Should incidents related to misbehaviour, accidents, tragic events arise during the activity/trip, an Off-Site Incident Form must be filed with the Office of the Superintendent/CEO. Incidents must be verbally reported to the Principal immediately, and an Off-Site Incident Form is to be completed within 24 hours of the completion of the trip.

All original documents must remain with the Principal and be retained in the school until the end of the third (3rd) school year after the youngest participant turns 21 years of age.

WORK EXPERIENCE ACTIVITIES

Work experience activities are those where a student's presence at a worksite is a required, daily component of their educational program on a regular basis over an extended period of time.

The Teacher-in-Charge completes a pre-trip proposal. If accepted, the teacher completes the Off-Site Activity/Trip Form and submits it to the Principal **seven (7) days** prior to the beginning of the work experience.

The Principal reviews the trip proposal and the Work Experience Proposal. If they meet the educational and safety criteria as outlined in the Off-Site Policy and Procedures, the Principal may approve the work experience activity.

A copy of the approved Off-Site Activity/Trip package is to be in the possession of the Teacher-in-Charge and any volunteers approved for the work experience activity for the duration of the activity.

Should incidents related to misbehaviour, accidents, tragic events arise during the activity/trip, an Off-Site Incident Form must be filed. Incidents must be verbally reported to the Principal immediately, and an Off-Site Incident Form is to be completed within 24 hours of the completion of the trip.

All original documents must remain with the Principal and be retained in the school until the end of the third (3rd) school year after the youngest participant turns 21 years of age.

SHORT STAY ACTIVITIES/TRIPS

Short stay activities/trips are excursions outside the Brandon School Division for a period exceeding 24 hours, which require overnight accommodation arrangements.

The Teacher-in-Charge completes a pre-trip proposal. If accepted, the teacher completes the Off-Site Activity/Trip Form and submits it to the Principal **three (3) weeks** prior to departure.

The Principal reviews the trip proposal and Off-Site Activity/Trip Form. If they meet the educational and safety criteria as outlined in the Off-Site Policy and Procedures, the Principal may approve the off-site activity/trip.

The Principal is to forward the original trip documentation to the Office of the Superintendent of Schools/CEO at least **two (2) weeks** prior to the date of departure.

A copy of the approved Off-Site Activity/Trip package is to be in the possession of the Principal, the Teacher-in-Charge and any volunteers approved for the activity/trip for the duration of the activity/trip.

Should incidents related to misbehaviour, accidents, tragic events arise during the activity/trip, an Off-Site Incident Form must be filed. Incidents must be verbally reported to the Principal immediately, and an Off-Site Incident Form is to be completed within 24 hours of the completion of the trip.

All original documents must remain with the Office of the Superintendent of Schools/CEO and be retained by that Office until the end of the third (3rd) school year after the youngest participant turns 21 years of age.

(*) Short stay activities/trips out of Province also require the approval of the Superintendent of Schools/CEO.

(**) Short stay activities/trips outside of Canada also require the approval of the Superintendent of Schools/CEO and the Board of Trustees.

OUT OF PROVINCE ACTIVITIES/TRIPS

Out of Province activities/trips are excursions outside the Brandon School Division and the Province of Manitoba regardless of the duration of the activity/trip.

Manitoba Association of School Boards approved travel insurance is required.

The Teacher-in-Charge completes a pre-trip proposal. If accepted, the teacher completes the Off-Site Activity/Trip Form and submits it to the Principal **five (5) weeks** prior to departure.

The Principal reviews the trip proposal and Off-Site Activity/Trip Form. If they meet the educational and safety criteria as outlined in the Off-Site Policy and Procedures, the Principal may support the off-site activity/trip.

The Principal is to forward the original trip documentation to the Office of the Superintendent of Schools/CEO at least **four (4) weeks** prior to the date of departure.

A copy of the approved Off-Site Activity/Trip package is to be in the possession of the Principal, the Teacher-in-Charge and any volunteers approved for the activity/trip for the duration of the activity/trip.

Should incidents related to misbehaviour, accidents, tragic events arise during the activity/trip, an Off-Site Incident Form must be filed. Incidents must be verbally reported to the Principal immediately, and an Off-Site Incident Form is to be completed within 24 hours of the completion of the trip.

All original documents must remain with the Office of the Superintendent of Schools/CEO and be retained by that Office until the end of the third (3rd) school year after the youngest participant turns 21 years of age.

(**) Day and short stay activities/trips outside of province also require the approval of the Superintendent of Schools/CEO.

ACTIVITIES/TRIPS REQUIRING AIR TRAVEL

Air travel trips are excursions outside the Brandon School Division which require air travel as a component of the transportation plan for the trip. These trips may or may not require an accommodation plan.

If the excursion is also out of Province, Manitoba Association of School Boards approved travel insurance is required.

The Teacher-in-Charge completes a pre-trip proposal. If accepted, the teacher completes the Off-Site Activity/Trip Form and submits it to the Principal **twelve (12) weeks** prior to departure.

The Principal reviews the trip proposal and Off-Site Activity/Trip Form. If they meet the educational and safety criteria as outlined in the Off-Site Policy and Procedures, the Principal may support the off-site activity/trip.

If the activity is not supported by the Principal, he/she will reply in writing within **three (3) weeks** with rationale for his/her decision. The proposed Teacher-in-Charge may appeal this decision to the Office of the Superintendent of Schools/CEO in writing. The Office of the Superintendent of Schools/CEO will respond within **two (2) weeks** of receiving this appeal.

If the activity is supported by the Principal, he/she will forward the original trip documentation to the Office of the Superintendent of Schools/CEO for review in preparation for upcoming meetings between the school team and the Office of the Superintendent of Schools/CEO.

If the activity/trip is not supported by the Office of the Superintendent of Schools/CEO, a written response will be provided within **three (3) weeks** of the review meetings, providing the rationale for the decision. If the activity/trip was supported by the Principal the school team may appeal the decision to the Board of Trustees.

If the activity/trip is supported by the Office of the Superintendent of Schools/CEO, they will join the school team in forwarding the documentation and making the presentation to the Board of Trustees.

The Board of Trustees will consider the Off-Site Activity/Trip request and respond in writing within **three (3) weeks** of the presentation, either with approval or the rationale for their decision if the request is not supported.

A copy of the approved Off-Site Activity/Trip package is to be in the possession of the Principal, the Teacher-in-Charge and any volunteers approved for the activity/trip for the duration of the activity/trip.

Should incidents related to misbehaviour, accidents, tragic events arise during the activity/trip, an Off-Site Incident Form must be filed. Incidents must be verbally reported to the Principal immediately, and an Off-Site Incident Form is to be completed within 24 hours of the completion of the trip.

All original documents must remain permanently with the Office of the Superintendent of Schools/CEO.

ACTIVITIES/TRIPS TO/IN A WILDERNESS LOCATION

When preparing for a wilderness activity/trip to/in a remote setting the Teacher-in-Charge must also address the following criteria when completing the Off-Site Activity/Trip Form:

- Ensure that appropriate communication devices are taken on the trip.
- Establish and communicate class safety and emergency procedures to all participants.
- Be familiar with the nearest medical station.
- Notify local area authorities, such as Royal Canadian Mounted Police (RCMP), forestry and/or park officials, about the proposed activity and location or route to be used.
- Contact local information authorities regarding environmental conditions, seasonal wildlife concerns, and trail conditions.
- Establish procedures so that contact can be made with the School Principal via RCMP, forestry and/or park officials, or other persons in the area.
- Obtain camping permits, fire permits, fishing and other licenses and “area use” permission where required. Open fires are prohibited.

If the excursion is also out of Province, Manitoba Association of School Boards approved travel insurance is required.

The Teacher-in-Charge completes a pre-trip proposal. If accepted, the teacher completes the Off-Site Activity/Trip Form and submits it to the Principal **twelve (12) weeks** prior to departure.

The Principal reviews the trip proposal and Off-Site Activity/Trip Form. If they meet the educational and safety criteria as outlined in the Off-Site Policy and Procedures, the Principal may support the off-site activity/trip.

If the activity is not supported by the Principal, he/she will reply in writing within **three (3) weeks** with rationale for his/her decision. The proposed Teacher-in-Charge may appeal this decision to the Office of the Superintendent of Schools/CEO in writing. The Office of the Superintendent of Schools/CEO will respond within **two (2) weeks** of receiving this appeal.

If the activity is supported by the Principal, he/she will forward the original trip documentation to the Office of the Superintendent of Schools/CEO for review in preparation for upcoming meetings between the school team and the Office of the Superintendent of Schools/CEO.

If the activity/trip is not supported by the Office of the Superintendent of Schools/CEO, a written response will be provided within **three (3) weeks** of the review meetings, providing the rationale for the decision. If the activity/trip was supported by the Principal the school team may appeal the decision to the Board of Trustees.

If the activity/trip is supported by the Office of the Superintendent of Schools/CEO, they will join the school team in forwarding the documentation and making the presentation to the Board of Trustees.

The Board of Trustees will consider the Off-Site Activity/Trip request and respond in writing within **three (3) weeks** of the presentation, either with approval or the rationale for their decision if the request is not supported.

The Board of Trustees or the Office of the Superintendent of Schools/CEO may waive the time requirement for any trip, based on special circumstances. A copy of the approved Off-Site Activity/Trip package is to be in the possession of the Principal, the Teacher-in-Charge and any volunteers approved for the activity/trip for the duration of the activity/trip.

Should incidents related to misbehaviour, accidents, tragic events arise during the activity/trip, an Off-Site Incident Form must be filed. Incidents must be verbally reported to the Principal immediately, and an Off-Site Incident Form is to be completed within 24 hours of the completion of the trip.

All original documents must remain permanently with the Office of the Superintendent of Schools/CEO.

V. INFORMED CONSENT

The Teacher-in-Charge must advise parents/guardians and students of the risks and hazards associated with the off-site activity/trip. This is done through an Acknowledgement of Risk Form. In some situations it may be necessary to have a parent/guardian meeting to ensure informed consider for trips with increased risk. Parent/guardian meetings are required for Our of Province activities/trips and activities/trips requiring Air Travel.

A. Acknowledgement of Risk Form

In addition to transportation, time, date, location, clothing, supplies, equipment and supervision, parents/guardians and student must be informed of all hazards and risks. The completion of an Acknowledgement of Risk Form describing the excursion confirms that the parent, guardian, or student (18 years of age or older) has received the information. Verbal acknowledgement by a parent/guardian is not acceptable.

When describing an excursion on the Acknowledgement of Risk Form it is acceptable to attach additional information if there is not enough room to describe the event on the Acknowledgement of Risk Form. The line describing the activity must make reference to the attachments.

One Acknowledgement of Risk Form is acceptable for a series of off-site activities/trips, such as a series of walking activities in the neighbourhood of the school, performing arts, swimming lessons, physical education classes, outdoor education classes, or athletics, as long as the Acknowledgement of Risk Form includes a schedule of all activities and meets the requirements of Policy and Procedures 4001: *Off-Site Activities*.

B. Parent/Guardian Information

The Teacher-in-Charge must inform parents/guardians of the following information about off-site activities/trips:

- the purpose and objectives of the off-site activity/trip;
- the name of the Teacher-in-Charge and an appropriate contact phone number;
- the date of the activity/trip;
- the destination and, where necessary, a map of the area;
- a detailed itinerary setting out the general nature and number of activities;
- departure and return times;
- mode of transportation;
- financial costs, payment schedule, non-refundable deposits, cancellation insurance;
- safety precautions;
- name of supervisors and volunteers;
- the date of the parent/guardian meeting(s) as required;
- any unusual factors such as rigorous physical activity, water related activities or water sports;
- any special risks associated with the activity;
- remind parent/guardians to inform the teacher-in-charge about any relevant medical conditions of the student;

- note the emergency procedures to be followed in the event of injury, illness, or unusual circumstances;
- note the need for additional medical coverage for Out-of-Province/Air Travel trips;
- provide any other relevant information about the trip which may influence the parent's/guardian's decision to withhold permission;
- advise that even though a signed authorization form is on file, the Teacher-in-charge retains the option of removing students from an off-site activity/trip;
- advise that Parents/guardians will be informed of inappropriate student behaviour, or injuries.

C. Parent/Guardian Meetings

Out-of-Province and Air Travel Trips require that the teacher-in-charge convene a meeting of parents/guardians to review the itinerary, rules and conduct expected of the students, share knowledge about the location, disclose risk and deal with questions. When a parent/guardian meeting has been called for a trip, the teacher-in-charge or another teacher supervising the excursion to review the information discussed at the meeting. A record of this contact is to be retained. This meeting must be called on school year in advance of the proposed trip.

The agenda for a parent/guardian meeting is the decision of the off-site activity organizer and presenters. Every trip is unique and the agenda should reflect the unique characteristics of the location and supervisors. It should, however, include the following suggested topics related to safety:

- A detailed itinerary with time, date, location and activity;
- Plans for alternate activities or locations and the reasons that alternate plans will be implemented;
- List of supervisors and chaperones;
- Arrangements for accommodation;
- Communication plans including how contact can be made with students during the excursion and a parent/guardian phone fan-out plan;
- Disclosure of hazards and risks that participants may be exposed to during the excursion;
- Safety measures being employed by supervisors, chaperones, and guides;
- An opportunity for all participants including students, parents/guardians, chaperones and teachers to ask questions and receive answers about any aspect of the trip.

VI. PLANNING OFF-SITE ACTIVITIES/TRIPS

A. Activity Services Providers

Off-site activities can be highly complex and require a specific ‘skill set’ to effectively and safely provide a learning opportunity for students. The use of a “service provider” should be considered when Brandon School Division staff do not have the necessary skills for an activity, in particular risky activities, but the activity has been deemed an appropriate learning opportunity for students.

In such situations, service providers should be contracted. Contracts must outline the nature of the activity provided, the specific certification credentials held by the service provider, the specific parameters of the activity, liability and insurance coverage, and an appropriate emergency plan should an accident occur.

Contracts for service should be presented as part of a Pre-Trip Proposal and vetted through the Office of the Superintendent/CEO and Secretary Treasurer before commitments are made.

B. Suggested Hotel Arrangements

- Accommodations must be made for transgender students as appropriate.
- Arrange for same gender students to be located in the same corridor or wing of the hotel if possible.
- Arrange to have supervisor hotel rooms located next to student rooms.
- Ask the front desk to make pay per view movies and chargeable telephone calls inaccessible if possible.
- Try to book rooms that do not have connecting doors and multiple exits.
- Inquire about safety deposit boxes for passports and money.

C. Billeting

A completed off-site activity form with a covering letter must be sent to the Board for approval. The Billeting Guidelines in the Appendix must be followed.

D. Insurance Protection

Insurance is not a substitute for reasonable management and taking proper care. It is part of an overall risk management plan which involves the careful assessment of risk and the purchase of appropriate coverage to minimize the economic effect of losses caused by accident, error and unforeseen circumstances.

The Brandon School Division carries liability insurance in order to protect its own interests and those of its Board of Trustees, employees and volunteers while they are acting within the scope of their responsibilities.

a) Board of Trustees and Employees

The Brandon School Division participates in the Manitoba Schools Insurance Program which provides for general liability insurance for protection from claim for bodily injury and protection for persons while transporting students on extra-curricular activities.

b) Accident Insurance for Volunteers

The Brandon School Division participates in the Manitoba Schools Insurance Program which provides Volunteer Accident Insurance for:

- Accidental death, dismemberment, loss of use;
- Accidental major paralysis;
- Weekly indemnity maximum amount;
- Accidental medical expense reimbursement;
- Repatriation/rehabilitation;
- Hospitalization benefit if unemployed.

c) Universal Student Accident Insurance Program

The Brandon School Division participates in the Universal Student Accident Insurance Program which provides coverage for all full-time students registered in the Brandon School Division while:

- In or on school buildings or premises by reason of attending classes on any regular school day;
- In attendance at or participating in any school activity approved and supervised by proper school authority, whether at school or elsewhere;
- Traveling directly to or from any regular scheduled and approved school activity under the direction or supervision of a proper school authority;
- Traveling directly to or from their residence and school for the purpose of attending classes or participating in any school sponsored activity;
- Participating in physical activities taking place as part of the grades 9 to 12 Physical Education Curriculum as approved by proper school authority;
- Engaged in the performance of the duties assigned to the Insured Person while he/she is participating in a school approved work experience program.

Insurance benefits include:

- Loss of life – Accident only;
- Dismemberment or total and permanent loss of use – Accident only;
- Accidental medical reimbursement benefit;
- Ambulance – Accident or sickness;

- Emergency transportation other than ambulance – Injury or sickness;
- Dental Expense – Accident only;
- Eyeglasses and contact lenses – in conjunction with bodily injury arising out of accident.

For further information or clarification, contact the Office of the Secretary-Treasurer.

1. Travel Out-of Country

As part of a Pre-Trip Proposal, a review of the **Foreign Affairs and International Trade Canada** *Travel Updates* website should be included if pertinent destination information is reported.

2. Travel and Health Insurance for Out-of-Province Trips

Special Travel Health coverage **must** be obtained for all students by the teacher-in-charge for **ALL** Out-of-Province Trips. This insurance provides emergency hospital medical services that are not covered by Medicare. The Special Travel health coverage must be obtained by calling Hayhurst Elias Dudek Insurance, 1-800-265-0314 extension 278.

3. For All Trips in Manitoba

It is strongly recommended to students and parents/guardians that the Student Accident Insurance be obtained. The Student Accident Insurance provides coverage for things such as ambulance transportation and dental injury (which are not covered by Medicare).

4. Liability Insurance

The Brandon School Division carries liability insurance in order to protect its own interests and those of its Board, trustees, employees and volunteers, while they are acting within the scope of their responsibilities.

5. Vehicle Insurance

When an individual is using his/ her vehicle for Brandon School Division purposes, valid insurance must be in effect. Minimum MPIC basic insurance coverage; the owner shall carry at least \$1 million liability coverage.

E. Financial Planning and Budget

The cost of Off-Site Activities is the responsibility of the participant. Individuals, the Brandon School Division, parents/guardians and community members may assist with costs.

A proposed budget should be included for overall costs together with timeline for fundraising or payments towards trips when costs are associated with any Off-Site Activity request.

The proposed budget should include:

- Fundraising timelines;
- Overall cost of trip for all participants;
- Sources of revenue from fundraising to reduce the overall cost;
- Overall cost of trip for individual participants;
- Sources of revenue from fundraising to reduce the individual student's cost;
- Estimate of the number of students requiring/identified as needing additional financial support due to need.

F. Emergency Preparation

Pre-planning for emergencies reduces stress levels during an incident and can speed reaction time and avoids trial and error response models.

All participants of the Off-Site Activity need to be informed of the safety and emergency procedures, including evacuation routes, contingency plans and available rescue and medical support for each activity. Emergency skills and procedures are taught to participants and chaperones so they understand what to do in an emergency.

An emergency during an off-site activity may include a medical emergency, lost person, motor vehicle accident, animal/wildlife attack, an act of violence, kidnapping or any other incident that involves serious injury or loss of life or the potential for serious injury or loss.

In a wilderness or remote setting, rescue personnel may not be immediately available and the teacher(s)-in-charge will have to assume total management of the crisis for an extended period of time.

Schools should note that in the event that outside agencies such as Police, Fire, Ambulance, Search and Rescue, Coast Guard, etc. are responding to the emergency, the external agency will often take over the management of the situation. Teachers

and principals must work co-operatively with these agencies for the benefit of all involved.

Confusion and disorganisation are usually the initial reactions of people involved in an emergency, or they may suffer from shock. This situation can be made worse when unreasoned attempts are made to solve the emergency.

An emergency requires an immediate response that should be carried out calmly. As part of any off-site activity an emergency response plan should be developed collaboratively between the Principal and Teacher-in-Charge as part of the Pre-Trip Proposal.

VII. PLANNING AQUATIC ACTIVITIES

A. Water/Swimming – Pre-Event Planning and Contingency Planning

1. A detailed pre-event planning and contingency planning report is required in writing for all school outings and must be presented to the Principal for approval.
2. Gr. 9 – 12 – if there is no life guard there must still be adult supervision. K-8 if there is no lifeguard then the aquatic activity does not take place.
3. Where aquatic activities are the major focus, or a qualified organization is providing a service, the following must be included:
 - the designation of a Teacher-in-Charge;
 - a requirement for a planning visit to the venue and a discussion with appropriate venue personnel;
 - a requirement for a written agreement with the venue as to mutual expectations and commitments regarding supervision;
 - a requirement that immediately prior to departure a list of those students actually attending the outing be prepared by the teacher of each class and left at the school, with another copy provided to the Teacher-in-Charge for the outing;
 - particularly for outings involving students in Grades K to 6, that consideration be given to the utilization of a “Buddy System” where each child is assigned a buddy and on a specified signal is to find his/her buddy and stay with him/her until a head count is done. Through such a system, checks can readily be done on entering and leaving a facility;
 - a particular vehicle be identified to all adults in attendance as being available for use in case of a medical emergency;

- a plan for parent/guardian notifications in the event of an emergency be in place (e.g. the school secretary to do notifications based on the pre-departure attendance lists);
- a follow-up person be designated and prepared for any serious incident that might occur – for such tasks as dealing with investigators, identifying witnesses, preserving the scene of any accident until investigators arrive, etc;
- if a serious incident does occur, a requirement for written reports to be prepared by all teachers in attendance at the outing and given to designated school and school division personnel; and
- other potential provisions such as procedures for dealing with injuries as outlined in the “Safety Guidelines for Physical Activities in Manitoba Schools”.

4. Swimmer’s Rules and Expectations

Where a swim venue has its own set of rules they must be followed.

Regardless of the rules posted at a particular venue the following must be followed:

- Swim only in designated areas;
- Swim with the buddy system;
- **Never dive in shallow water;**
- Know your limits;
- No horseplay, pushing or shoving on the deck or in the water;
- To prevent choking, never chew gum or eat food in the water;
- For outdoor pools and lake swimming, stay out of the water if storms are forecast or imminent;
- When lake swimming, watch for dangerous waves and currents;
- Restrict activities to designated swimming areas, usually marked by buoys;
- Never swim in the dark;
- Never push others under the water;
- Pay attention to the supervisors and lifeguards.

A student’s failure to comply with these, or the venue’s, rules and expectations will lead to loss of privilege to participate in the activity.

5. Swimming Endurance Test

To enter deeper water, students must be able to demonstrate a continuous 50-metre swim such that there is a coordinated action of arms and legs and the ability to comfortably place the face in the water once in a while during the swim. This must be completed with a reasonable degree of strength. It will be evaluated by a qualified lifeguard at the venue.

B. Water/Swimming – Group Activities (Excluding instructional programs)

1. Swimming safety regulations are specified in the Public Health Act. Manitoba Environment requires strict adherence to their lifeguard-to-patron ratio while inside or outside of the Province, Country.
2. Capacity of facility must be adhered to in ALL cases.

This section pertains to non-instructional group outings that involve School Division Children. This would include all school parties and group rentals where a class or classes rent an aquatic facility for a one-time booking.

3. Supervision requirements:

In the case where this standard differs from that of the venue, the higher of the two shall apply.

Teacher	One for each group of 25 students				
Lifeguard	One current, qualified lifeguard, as defined in <i>Section F: Life Guarding Qualifications</i> , is required for each group of 25 students in or near the water.				
Plus	Additional adult supervisors (not including lifeguards) are required when students are in or near the water. K-4 supervisors must be in the water; near the water line for grades 5-12. When students are in or near the water adult supervisors must position themselves so that the students are in clear sight and that they can assist, if requested, in an emergency.				
	Grade:	K	1-4	5-8	9-12
	Adult to student ratio:	1 : 4	1 : 6	1 : 8	1 : 12

4. The “Buddy System” **shall** be practiced during all swimming activities.

5. The swimming area must be cleared and a check of the swimmers made at regular intervals. The checking interval should **NEVER EXCEED** twenty (20) minutes. During this interval, students must locate and stand by their buddy.

6. Use of private pools, private hot tubs and private swimming areas is **NOT** permitted.

7. Public/Semi Public (Hotel) Hot Tubs

- i. Early Years – use not allowed
- ii. Middle Years – use not allowed
- iii. Senior Years – use allowed
 - no individual use unless monitored by an approved supervisor.

8. Semi Public (Hotel) Pools

- i. Early Years – use not allowed
- ii. Middle Years – use not allowed
- iii. Senior Years – use allowed
 - must meet teacher and minimum adult supervisor requirements.

9. Public Pools (excluding paddling pools)

- i. Early Years – use allowed
 - K-4 must wear CSA approved PFD's (Personal Flotation Device) except:
 - When taking a course of instruction;
 - When they can **pass** a swimming proficiency test to the satisfaction of the supervising lifeguard;
 - When the student's feet are on the bottom of the pool and the water level does not exceed the student's shoulder height.
 - Must meet specified lifeguard and supervisor requirement.
- ii. Middle Years – use allowed
 - Must meet specified lifeguard and supervisor requirements.
- iii. Senior Years – use allowed
 - Must meet specified lifeguard and supervisor requirements.

10. Paddling Pools/Splash Parks

K-6 must meet the teacher and adult supervision ratios

11. Open Water Posted Safe for Swimming

- i. Early Years - use not allowed
- ii. Middle Years - use allowed
 - Must be a designated, roped area.
 - Must meet specified lifeguard and supervisor requirements.

- iii. Senior Years – use allowed
 - Must be a designated, roped area.
 - Must meet specified lifeguard and supervisor requirements.

C. Water/Swimming – Instructional Programs

This section pertains to all instructional swim programs that are contracted on behalf of the Brandon School Division. Swim programs are structured and follow a schedule set out by a representative of the service provider.

Buddy System – not required during swim lesson time. The “Buddy System” is required when the children are in the change room and during free playtime. Each supervising swim instructor is responsible for the supervision of their class.

1. Supervision requirements

In the case where this standard differs from that of the venue, the higher of the two shall apply.

Teacher	One is required for each group of 25 students. See below for a complete list of responsibilities for the teacher-in-charge.	
Lifeguard/Instructor	At least one qualified instructor is required. When an instructor is not a qualified lifeguard, as defined in Section F: Life Guarding Qualifications, the facility MUST provide a qualified lifeguard to closely monitor the safety of the class. When determining the number of instructors needed, recommended guidelines from the Canadian Red Cross Society and YMCA Canada, respectively, will be followed.	
Plus	Additional adult supervisors (not including lifeguards) are required when students are in or near the water. K-4 supervisors must be in the water; near the water line for grades 5-12.	
	Grade:	K - Grade 8
	Adult to student ratio:	1 : 10

2. Responsibilities

Supervising teacher(s) – It is required that each school participating in the school program identify a teacher-in-charge and an alternate, should he/she be unable to attend a swim session. When choosing a teacher-in-charge, it is recommended that the following be considered:

- Regular classroom teacher;
- Good knowledge of children participating in swim program;
- Ability to communicate and direct other teachers who are responsible for smaller groups of children (team leader);

Note: Substitute and student teachers are not recommended due to inconsistency of attendance at swim lessons.

****All teacher(s) –in-charge must attend an orientation meeting at the appropriate facility prior to the lessons.****

- Identify themselves to facility staff (clerical and aquatic). It is expected that the teacher-in-charge is well known throughout the facility. Supervising teachers will act as a point of contact for the Principals and the facility staff.
- Coordinate other supervisory staff in the change rooms and with on-deck supervision. This may include providing instructions and/or training with other staff prior to swim lessons beginning to ensure staff is familiar with the facility.
- Responsible for ensuring children follow procedures in change room and that they are brought out on to pool deck and seated on pool benches in a safe and orderly fashion.
- All teachers-in-charge (from each school) are to provide a list of participating children (and their swim levels to the corresponding facility. Ideally, this list is generated and forwarded to the facility at least one week prior to the lessons beginning.
- Communicates to the Supervising Swim Instructor, any information regarding “high risk” behaviour or medical concerns for participating children.
- Communicates with Instructing Staff on an ongoing basis regarding any concerns or questions relating to the swim program.
- Assists with the on-deck supervision of all children in the pool area. This includes children who are not actually in the water as well.
- Communicates any parental concerns (verbal or written) to the Supervising Swim Instructor within a timely manner.
- Assists pool staff with minor first aid situations (e.g. nose-bleed) and other tasks as necessary (e.g. PFD’s)
- Responsible to notify the Supervising Swim Instructor of any pool equipment they do not want accessible during lesson or free playtime.

D. Canoes

For those trips involving the use of canoes, safety guidelines are to be appropriately addressed:

- Approved CSA PFDs (Personal Flotation Devices) **must** be worn at all times while on the water by all participants and supervisors.
- At least three weeks prior to the date of departure all participants **must** be able to complete the following swim tests without a PFD:
 - i. Swim 100 m continuously with any stroke;
 - ii. Tread water for 3 minutes

This test should be verified in writing by a qualified lifeguard. Any student not passing this test is ineligible for the trip unless a re-test is successful.

- A minimum of one of the approved supervisors must have valid lifeguard qualifications for every ten (10) participants. Additional approved teachers/volunteers with valid lifeguard qualifications are strongly recommended.
- A map showing details of the proposed route and camp sites and a time schedule must be filed in advance at the base camp and at the school.
- All participants must use the “Buddy System” – as practiced in swimming activities and the buddies must be in the same canoe.
- All canoe must also come under the “Buddy System”: a) one canoe is buddy for the other and they stay together in pairs; b) “supervision” canoes serve as lead and follow-up canoes. All student canoes must follow the “lead” in single file with speed controlled by a whistle signal from the follow-up “supervision” canoe.
- It is recommended all canoe stay within 25 m of the canoe closest to them.
- Canoeing Activities
 - i. Early Years – use note allowed.
 - ii. Middle Years – limited use allowed.
 - In-pool training (In-pool includes all designated training areas; roped water area at beach, lake, etc.)
 - iii. Senior Years – use allowed after training.
 - In-pool training as well as canoe tripping (Canoe tripping is defined as traveling in groups by canoe through wilderness or semi-wilderness areas for a period of time, which may or may not include an overnight stay.)
- On wilderness trips and/or trips to isolated areas, it is required that an experienced guide or service provider with the necessary knowledge of the area and route be in place.

E. Commercial Watercraft

1. Canada:

Canadian Service Providers must provide documentation that they meet Transport Canada requirements as stipulated by the Canada Shipping Act, 2001 S.C. 2001 c.26 and subsidiary regulations.

2. Countries other than Canada:

Organizers for activities outside Canada must take every reasonable and practical step to ensure commercial watercraft standards and regulations are met.

F. Other Safety Rules

1. A first aid kit must be available.
2. Back-up emergency transportation must be available at all times.
3. Appropriate communication device must be available at all times.

G. Life Guarding Qualifications

No person shall act as a lifeguard as required in the Division unless she/he is at least seventeen (17) years of age, and meets the additional criteria specified by *The Public Health Act (C.C.S.M. c. P210)* through *Swimming Pools and Other Water Recreational Facilities (Regulation 132/97)*:

1. She/he holds a current Cardiopulmonary Resuscitation Certificate of C-Level or higher, in accordance with the standards set by the International Liaison Committee on Resuscitation.
2. She/he holds one of the following:
 - St. John's Ambulance Standard First Aid Certificate;
 - Red Cross Standard First Aid Certificate;
 - Lifesaving Society Standard First Aid Certificate;
 - Criti Care Inc. Standard First Aid Certificate; and
3. She/he holds a current certificate certifying that she/he is the holder of the Lifesaving Society's National Lifeguard Service (NLS) Award.
4. A student who is part of an aquatic activity must **NOT** serve as lifeguard for that group.

VIII. CONDUCTING OFF-SITE ACTIVITIES

A. Supervision

- Brandon School Division suggested adult to student ratio (including teachers);
- Teachers must ensure that students are adequately supervised. In determining what constitutes adequate supervision, teachers need to consider the maturity, both physical and emotional, gender of the students, the degree of risk associated with the activities, the skill, knowledge and experience of the staff and their capacity to manage emergency situations;
- Additional supervision must be considered for off-site activities involving: increased risk, large number of students, participation of students with special needs, crowded venues, trips that are new to the sponsoring school and overnight trips;
- All supervision must be provided by individuals that are over the age of eighteen and meet the requirements of volunteers;
- There must be a teacher-in-charge for each off-site activity.

B. Transportation

Transportation of students by charter or school bus is recommended. Schools are reminded to use only approved carriers. This list is available from the Secretary-Treasurer's Department.

All transportation outside Brandon School Division boundaries will be coordinated by the teacher-in-charge.

NB. Students/minors are not to be used as volunteer drivers for travel beyond the Brandon School Division boundaries.

1. Private Vehicles

- i. Private vehicles may be used to transport students only with the **express knowledge and permission** of the Principal. Principals shall ensure that vehicles used are appropriately registered under *The Highway Traffic Act C.C.S.M. c. H60* and that drivers have a current and valid driver's license (*see Driver/Vehicle Approval Form*). The vehicle used must be insured by the owner for at least the minimum of MPIC Basic Insurance coverage, but the owner shall be encouraged, for his/her own protection, to carry at least \$1 million liability coverage.

- ii. It is recommended that where feasible the vehicle be operated by an employee or other responsible adult. For out-of-Division trips the Principal shall ensure that the teacher/supervisor prepares a list of students assigned to each vehicle and provides a copy to the driver and the Principal (Passenger Assignment Form). The list shall include the names, addresses and telephone numbers of the passengers. The passenger list must remain the same for the return trip unless previous arrangements are made with the written consent of the parent/guardian.
- iii. In the event of an accident, the Principal shall immediately verbally advise the Superintendent and as soon as possible file a full written report to the Superintendent.

2. Rental Vans

If a school bus is unavailable, rental vans may be used.

Fifteen (15) passenger vans are permitted ONLY between May 1st and October 31st, provided that inclement weather (snow/sleet/freezing ice or rain) is not likely in the forecast. This must be confirmed with the Office of the Superintendent/CEO between 24 and 48 hours prior to departure.

Drivers must have a minimum of Class 4 license to rent vans with seating capacity in excess of 10 passengers (including the driver). Schools are to purchase additional insurance on the rental vehicle. The drivers shall not be students.

3. Bicycles

The teacher-in-charge must take the following steps when traveling to an off-site activity by bicycle:

- Students on bicycles are to be accompanied by a teacher on a bike;
- Recommended that a form of communication, i.e., cell phone, 2-way radio, whistle, etc. are use;
- Approved helmets for participating students and supervisors are required;
- All bicycles are to be inspected to ensure they are safe and are of operation worthiness for the route planned;
- Brightly coloured vests or clothing are encouraged for all riders.

4. Water Travel

- i. Canada:
Canadian Service Providers must provide documentation that they meet Transport Canada requirements as stipulated by the Canada Shipping Act, 2001 S.C. 2001 c.26 and subsidiary regulations.
- ii. Countries other than Canada:
Organizers for activities outside Canada must take every reasonable and practical step to ensure commercial watercraft standards and regulations are met.

5. Public Transit

Public transit buses can be used on a group/individual pay system. When using public transportation, it is wise to alert the public transit of your plans beforehand.

6. Walking

When walking is used as a mode of transportation for fieldtrips, care and group control should be exercised, especially when passing through high traffic areas. Group limits such as age, fitness, familiarity and amount of supervision available must be considered.

NOTE: During severe weather or poor driving conditions, principals or their designate must ensure that weather and road conditions are conducive to travel before students leave Brandon for an off-site trip. The trip shall not proceed if the following factors prevail:

- There are blizzard conditions en-route or blizzard or severe weather conditions are forecast by Environment Canada.
- The RCMP or Highways Department has issued an advisory against travel on any en-route highway.
- The wind-chill falls in the “very high or extreme (-45 C) category as defined by Environment Canada.

On return trips, the teacher-in-charge must verify weather and road conditions prior to departure. In case of inclement weather the teacher-in-charge will notify the Principal of alternative arrangements.

Students must be appropriately clothed for travel by road for the seasonal conditions as determined by the teacher-in-charge. Emergency equipment must be available in vehicles.

It is required that for travel outside Brandon School Division limits, any vehicles used to transport students contain or have immediate access to a first aid kit and a cell phone. (The cell number is to be left with the Principal.)

IX Appendices

- A. Pre-Trip Proposal
- B. Emergency Response Plan Development Template
- C. Field Trip Checklist
- D. Supervision Ratio Calculation Form
- E. Day-Trip (Canada)/Work Experience Proposal Form
- F. Field Trip (Other) Proposal Form
- G. Post Trip Report Form
- H. Off-Site Incident Report Form
- I. Attendance Checklist
- J. Driver/Vehicle Approval Form
- K. Passenger Assignment Form
- L. Assessing Teacher/Leader Competency for High Risk Activities





BRANDON SCHOOL DIVISION POLICY

POLICY 2005

TRUSTEE CODE OF ETHICS

Reaffirmed: Motion 158/2005; November 28, 2005

* Corrected version

Trustees shall:

1. Keep informed of the organization's history, goals, policies, public and current activities so they are better able to make effective decisions.
2. Respect the decision of the majority as determined within the recognized mandate of the Board of Trustees, reserving the right to seek changes to these decisions in the future through ethical and constructive channels.
3. Recognize that the responsibility of the Board is to make policy and to give direction and that the day-to-day administration of the Brandon School Division is the responsibility of the Superintendent of Schools/CEO and staff.
4. Realize that a Trustee has no legal authority outside the jurisdiction of the Board, must abide by the lines of authority and communication in place between themselves and the staff and shall not obligate the Board in any way without specific authorization from the Board.
5. Work with fellow Trustees and staff members in a spirit of cooperation regardless of personal differences of opinion; treating all with courteous respect, and encouraging the free exchange of diverse views.
6. Respect the strict confidentiality of all privileged information and take no action after receiving confidential information which might compromise in any way the Board, the Division or any of its employees or students.
7. Refrain from using the position of Trustee for personal gain or the pursuit of personal interest and avoid any situation(s) which might suggest a conflict of interest or the appearance of impropriety in the performance of responsibilities as a trustee.
8. Provide effective and credible service by devoting time, thought and study to the duties of a Trustee.



BRANDON SCHOOL DIVISION POLICY

PROCEDURES 2005

TRUSTEE CODE OF ETHICS – PROCEDURES IN THE EVENT OF POSSIBLE BREACH OF CODE OF ETHICS

Adopted: Motion 158/2005; November 28, 2005

I CODE OF ETHICS

A. AT THE BOARD TABLE

Any Trustee perceiving another Trustee to be in possible breach of the Code of Ethics shall have the right to move that the Board of Trustees resolve itself into committee of the whole in-camera on a point of privilege, during which the Trustee shall raise the perceived breach with the full Board for consideration.

B. ON OTHER OCCASIONS

Any Trustee perceiving another Trustee to be in possible breach of the Code of Ethics should first raise the concern with that member with the intent to resolve the concern. If the concern is not resolved the Trustee may proceed to inform the Chairperson, or if more appropriate, the Vice-Chairperson, who will then act as conciliator. Failing resolution, at the request of either party, the Chairperson or the Vice-Chairperson shall present the perceived breach to the full Board for consideration at an in-camera session.

RESPONSE TO BREACH OF CODE OF ETHICS

Where in the opinion of the Board a breach of the Code of Ethics has occurred the Board shall respond by taking such course of action that it deems to be appropriate which might include:

- a) a written reprimand from the Board and/or;
- b) the removal from any position of appointment made by the Board for such length of time as the Board determines.

II PROCEDURES IN EVENT OF POSSIBLE BREACH OF CONFLICT OF INTEREST

Any Trustee perceiving another Trustee to be in conflict of interest shall follow the Conflict of Interest guidelines as outlined in the Board's Procedural Bylaw or the provisions under The Public Schools Act. Board response shall be in accordance with provisions under The Public Schools Act.



BRANDON SCHOOL DIVISION POLICY

Appendix C

POLICY 2001

TRUSTEE CODE OF CONDUCT

Adopted:

The position of school trustee is one of responsibility and trust, and individuals holding that position must conduct themselves accordingly. Therefore, in accordance with section 35.1 of The Public Schools Act, the school trustees of Brandon School Division:

- Will abide by the provisions of all federal, provincial and local legislation, including but not limited to human rights statutes, The Public Schools Act, and school division by-laws and policies.
- Recognize that the school board's authority rests with the corporate body, not with individual trustees, and therefore will speak or act on behalf of the school board only if they have been authorized to do so.
- Understand that their position may make them privy to confidential information about individuals including students or staff, or financial or other sensitive matters, and will keep any such information confidential.
- Strive to attend all regular and special meetings of the board and those committees on which they serve, and if unable to do so, advise the appropriate individuals of their pending absence.
- Review meeting agendas and other relevant information prior to board and committee meetings, and arrive at such meetings informed and prepared to contribute to the open and honest discussion about matters before the board or committee.
- Listen respectfully and with an open mind to the full range of opinions on each matter before them, and make their decisions based on the merits of these varying opinions.
- Treat board colleagues, divisional and school staff, students and community members in a respectful and courteous manner, and refrain from using abusive or denigrating language in any dealings with them.
- Keep informed of the organization's history, goals, policies, public and current activities so they are better able to make effective decisions.

- Respect the decision of the majority as determined within the recognized mandate of the Board of Trustees, reserving the right to seek changes to these decisions in the future through ethical and constructive channels.
- Recognize that the responsibility of the Board is to make policy and to give direction and that the day-to-day administration of the Brandon School Division is the responsibility of the Superintendent of Schools/CEO and staff.
- Refrain from using the position of Trustee for personal gain or the pursuit of personal interest and avoid any situation(s) which might suggest a conflict of interest or the appearance of impropriety in the performance of responsibilities as a trustee.



BRANDON SCHOOL DIVISION POLICY

Appendix D

POLICY 2021

RECORDING AND BROADCASTING OF REGULAR AND SPECIAL SCHOOL BOARD MEETINGS

Adopted:

Purpose

The Brandon School Division Board of Trustees recognizes the value and importance of keeping the students, parents, and constituents apprised of the deliberations and decisions of the Board.

The procedures accompanying this policy set forth the methods of recording and broadcasting Brandon School Division Board of Trustees Board regular and special meetings.



BRANDON SCHOOL DIVISION POLICY

PROCEDURES 2021

RECORDING AND BROADCASTING OF REGULAR AND SPECIAL SCHOOL BOARD MEETINGS

Adopted:

Responsibility for Recording

It shall be the responsibility of the Secretary-Treasurer to take minutes of all Regular and Special meetings held by the Brandon School Division Board of Trustees. One or more of the following methods of recording Regular and Special School Board meetings will be used by the Division.

1. Manual Recording of Minutes

- a) All decisions and highlights of discussions of all Regular and Special School Board meetings of the Board of Trustees shall be recorded by the Secretary-Treasurer or designate.
- b) All decisions and highlights of discussions of all Committee Meetings of the Board of Trustees shall be recorded by the Secretary-Treasurer or designate.
- c) The written minutes of all Regular and Special School Board meetings of the Board of Trustees, as well as the written minutes of all Committee Meetings of the Board of Trustees, shall be posted to the Division website after these minutes have been officially approved by the Board of Trustees.

2. Electronic Recordings

Audio:

- a) Discussions and all proceedings of Regular and Special School Board meetings of the Board of Trustees may be digitally recorded by the Secretary-Treasurer or designate.
- b) Digital audio recordings may be used for the purpose of assisting in the preparation of official written meeting minutes for posting on the Brandon School Division's web site.

Video:

- c) Discussions and all proceedings of Regular and Special School Board meetings of the Board of Trustees will be video recorded by the Secretary-Treasurer or designate.

- d) The absence of video recording and/or broadcasting, due to equipment malfunction, other technical problems or otherwise, shall not have any impact upon the conduct of a meeting or affect the validity of any action lawfully taken at such meeting.
- e) Electronic copies of the video recording of any Regular or Special School Board meeting produced by the Brandon School Division are the exclusive property of the School Division to be used at the discretion of the Board of Trustees.
- f) The video recording of any Regular or Special School Board meeting produced by the Brandon School Division is not the official public record of the meeting. The written minutes, as approved by the Board of Trustees, shall be the official public record of the meeting.

3. Retention

- a) **Audio:** Digital recordings of Regular and Special School Board meetings shall be archived for a period of two years, after which they shall be deleted.
- b) **Video:** Video recordings of Regular and Special School Board meetings shall be posted on the Brandon School Division's web site for a period of two years, after which they shall be archived.
- c) Retention Exception

The exception to this policy is if a recording must be saved as a result of a litigation hold. In such a case, the audio and/or video recording must be maintained and preserved. After the conclusion of the litigation matter or when there is no longer a bona fide threat of litigation, all recordings preserved by the litigation hold will be deleted/archived as per this policy.

4. Public Access to Electronic Recordings

- a) **Video Streaming:** Regular and Special School Board meetings will be streamed live on the Brandon School Division's website on the dates established by Board Bylaw.
- b) **Video Archives:** Archived video recording links shall be posted on the Brandon School Division's web site for public viewing when they are available for broadcast. Archived video recording links do not constitute official meeting minutes. Archived video recording links are posted for informational purposes only.