



## Guidelines for Out of Province/Out of Country Travel

### Administrative Procedure 8.081

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**Board Governance Policy Cross Reference: 1, 2, 3, 4, 12, 13, 16, 17**

**Legal Reference: Appropriate Educational Programming, Youth Safe Manitoba School Field Trip Resource.**

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**Date Adopted: February, 2017**

**Date Amended: April 2019; September, 2023**

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Out of province/out of country trips, which must have a clearly articulated educational value, including specific curricular outcomes.

Staff must give full disclosure of any arrangements made with the tour company that would place them in breach of Administrative Procedure: **2.A.85 Staff Conflict of Interest**

**Through the MSBA Universal Student Travel Health plan, every student travelling outside of the province will have Emergency Travel Health and Trip Cancellation/Interruption coverage.**

Guidelines: Prior to any detailed plans being made, all destinations out of province and out of country must have Board approval in principle at least 12 months in advance of the planned travel.

The approval process involves 4 stages.

Stage 1 - Approval in principle usually 12 months prior to departure

Stage 2 – Trip update 6 months prior to departure

Stage 3 – Trip update 6 weeks prior to travel

Stage 4 – Final progress report 1 week prior to travel

#### Stage 1 - Approval in principle

The following information must be provided:

- a. Letter of request by the trip leader (supported and signed by the trip leader and school principal). This letter will include:
  - The educational value of the trip
- b. An initial itinerary with as much detail as possible that includes:
  - Grade levels and ages of students the trip is intended for
  - The name of the tour company being utilized
  - Estimated cost of the trip per student and per adult chaperone
  - Target number of student participants

- Target number of chaperones. (The number of teacher and non SDML employee parent chaperones)
  - Names of those chaperoning the trip
  - Anticipated destinations and events
  - When the trip will occur (ie. Early April, Mid April, Late April)
- c. Equitable student inclusion plans. How are you going to provide the opportunity for students who may not be able to afford the experience.

Note: The school board may request a presentation to clarify any questions they may have.

- d. The Administrative process needs to be respected (e.g., proposal submitted to appropriate administrator in time to be considered)
- e. Guidelines for out of province/out of country travel will be provided to the trip leader

After school board approval in principle has been obtained

- a. The eligibility process will need to be followed and pre-trip eligibility forms will be completed
- b. A list of possible chaperones will be provided to the principal to be approved in consultation with the superintendant within 6 weeks of approval in principal being granted.

Note: Payments should not be made to EF tours or other trip organizations, or register adult participants, on behalf of potential chaperones, until they receive final approval.

Stage 2 - 6 month prior to travel update

- a. A detailed itinerary that includes:
- Confirmed chaperones
  - Confirmed names and grades of participating students
  - Confirmed cost of the trip per student
  - Confirmed cost of the trip per adult chaperone
  - A detailed list of destinations and events
  - Confirmed dates of travel
  - A complete budget detailing fundraising and other types of income and expenses
- b. Completed forms:

- Detailed trip plan
- Fieldtrip checklist
- Passenger manifest
- Proposal form B
- Parent consent/acknowledgement of risk form B
- Volunteer consent
- Consent letter for children travelling abroad

Note: these forms are located in the Administrative Procedure 8.80- Field Trips and Excursions and are available from the school principal.

Note: The school board may request a presentation to clarify any questions they may have.

### Stage 3 – Progress report 6 weeks prior to travel

- a. Any updates pending from stage 1 & 2 reports
- b. A full detailed itinerary and supervision plan. There should be no 'free time' unsupervised activities in the plan
- c. List of participants travelling chaperones and students
- d. Detailed itinerary including flight, in country travel, and hotel information
- e. Family contact information for all participants of the trip has been obtained
- f. Current copies of Criminal Record Check and Child Abuse Check for ALL participating adults, this includes; chaperones, parents and community members. Record checks are deemed current if dated within the past 6 months (staff members and school volunteers who have already submitted record checks, are exempt from this requirement). Refer to Administrative Procedure 1.A.10-Adult Volunteers
- g. Confirm that it is understood that no alcohol is to be consumed by chaperones or students at any time during the trip
- h. Budget update - income and expenses
- i. A Final parent meeting is planned for (date)\_\_\_\_\_.
- j. Completed forms progress to date:
  - Copies of all passports, birth certificate, and Mb Health information for students and chaperones travelling
  - Parent consent/acknowledgement of risk form B
  - Consent letter for children travelling abroad
  - Volunteer consent (if appropriate)
- k. Review field trip checklist for any outstanding items

#### Stage 4 – Final Progress report 1 week prior to travel

The following information must be provided;

- a. Any updates pending from stage 2 reports
  - b. Any updates from stage 3 reports including a full detailed itinerary and supervision plan. There should be no 'free time' unsupervised activities in the plan.
  - c. Final confirmed list of participants travelling
    - (student list to be given to front desk secretary to adjust student attendance)
    - (leave for SDML employee chaperones has been entered in cims)
  - d. Detailed finalized itinerary including flight, in country travel, and hotel information
  - e. Family contact information for all participants of the trip has been obtained.
  - f. Current copies of Criminal Record Check and Child Abuse Check for ALL participating adults, this includes; chaperones, parents and community members. Record checks are deemed current if dated within the past 6 months (staff members and school volunteers who have already submitted record checks, are exempt from this requirement). Refer to Administrative Procedure 1.A.10-Adult Volunteers
  - g. Confirm that it is understood that no alcohol is to be consumed by chaperones or students at any time during the trip
  - h. Budget update income and expenses
  - i. Final parent meeting is planned or has been done
  - j. Completed forms progress to date:
    - Copies of all passports, birth certificate, and Mb Health information for students and chaperones travelling
    - Parent consent/acknowledgement of risk form B
    - Consent letter for children travelling abroad
    - Volunteer consent (if appropriate)
  - k. Review field trip checklist for any outstanding items
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- Other documentation for out of country travel
    - The travel insurance representative contact information and documentation
    - Accommodation contacts
    - Embassy contact
    - Airline contact

- Local police contact
- The trip leader must develop a situational critical response plan in consultation with the Superintendent.
- Final approval from the Superintendent will be provided

Note: The school board may request a presentation to clarify any questions they may have.

### Additional Guidelines

1. Out of country travel shall be arranged only through an established tour group or company.

Exception: Band/Choir and other co-curricular program trips travelling to the USA and Canada may be organized by band and choir directors as previously done. Trip leaders that have appropriate experience leading similar trips that are being requested will be considered.

2. The trip leader must be a certified teacher. They must hold regular meetings with all students and parents to clarify details of the trip and the respective responsibilities of the school, parents, and students.
3. Attention must be given to such items as health requirements, foreign food, passport requirements, packing list, currency regulations, and knowledge of student needs (i.e. allergies). Plans should be made for such emergencies as they may require additional expenditures.
4. A complete understanding between parents, students, and staff must be established on various issues relating to different expectations in a foreign country: expectations related to use of alcohol, smoking, and dress.
5. Generally the target number of student participants should be a minimum of 12 and a reasonable maximum.
  - Exception: Band/Choir and other co-curricular students travelling to the USA and Canada will be all students enrolled in the programs. The number of chaperones will be calculated by the youthsafes outdoors supervision ratio tool.
  - Exception: Trips that involve less than 12 or more than a reasonable amount students will be considered in consultation with the principal and the superintendent.

6. All overnight trips involving female participants shall be accompanied by a female chaperone. All overnight trips involving male participants shall be accompanied by a male chaperone. One chaperone must be a teacher of the school organizing the trip and is to be named Head Chaperone.
7. Out of country/out of province trips will have the following chaperoning parameters in place based on the number of students:
  - 2 chaperones - (2)SDML employees
  - 3 chaperones - (2) SDML employees, (1) parent/guardian of a student who is on the trip that is not an employee of the SDML
  - 4 chaperones - (2) SDML employees, (2) parents/guardians of a student who is on the trip who are not employees of the SDML
  - 5 chaperones - (3)SDML employees, (2) parents/guardians of a student who is on the trip who are not employees of the SDML
  - 6 chaperones - (3)SDML employees, (3) parents/guardians of a student who is on the trip who are not employees of the SDML
8. Being absent on regular Instructional days should be kept to a minimum. A maximum of 5 school days will be approved for out of province/out of country trips. This means that trips would generally be a maximum of 9 days should they begin on a Saturday. Additional days for a trip can be achieved by travelling during a long weekend, or during school breaks.
9. Staff members will only be permitted to chaperone an out of country trip once every second school year.
  - Exception: Band/Choir and other co-curricular students travelling to the USA and Canada will be all students enrolled in the programs.

#### Alcohol and other Drugs:

- The use of alcohol and or drugs by all members of the tour group, including all chaperones, regardless of age, is forbidden. This is for the timeframe beginning when group leaves Thompson up to and including when the group returns to Thompson.

#### Dismissal of Students:

- Severe inappropriate behavior may result in dismissal from the tour and the participant's automatic return home at his/her own expense. Should authorities be involved, participants will be subject to the laws of the country.

#### Prescription Drugs:

- Participants using prescription medication must advise the Head Chaperone of this prior to departure.
- Follow guidelines outlined in Administrative Procedure 1.B.140-Medication

Board Rights:

The Board may request a parent meeting with board members and senior administration at any time prior to the trips departure.

The Board has the right to cancel the trip at any time and is not responsible for any financial reimbursement.

For additional consideration see the suggestions regarding International travel from Youthsafe Outdoors: Safety First! Guidelines for School Field trips.