

FIELD TRIPS AND EXTRA-CURRICULAR ACTIVITIES

1. Field Trips:

A field trip is an excursion of a group of students away from their school to provide these students with a new and enriching educational experience. Parental/legal guardian involvement is an important aspect of a successful field trip. This involvement includes advance information such as purpose, itinerary, costs, etc. A parent/legal guardian is to be given the opportunity to approve the involvement of his/her child in the field trips.

Form 4-A (Field Trip and Extra-Curricular Trip Plan) must be completed and filed with the school principal. Within Division Field Trip Plans are approved by the school principal. The Superintendent approves all other Field Trip Plans. The Superintendent will notify the Board of any out-of-province field trips.

2. Extra-Curricular Trips:

An extra-curricular trip involves student participation in a voluntary activity outside the normal classroom curriculum. Parent(s)/legal guardian(s) are to be notified of the trip and may decide if their children will participate in the trip.

Form 4-A (Field Trip and Extra-Curricular Trip Plan) needs to be completed only for trips outside the province. These trips must be approved by the Superintendent. (Note: The school office and principal must be notified of all extra-curricular trips.) The Superintendent will notify the Board of any out-of-province extra-curricular trips.

3. International Tours:

Requests for international tours will not be considered as part of this procedure. Parties wishing to organize international tours involving students must plan and organize these trips external to the school division. Any Turtle Mountain School Division staff who may wish to be involved with international tours and who, as a result of participating, would be away from their regular duties for any portion of time will be required to access leave as per collective agreements and/or division policy/procedure.

4. Supervision:

The Division supports the use of volunteers in Field Trips and Extra-curricular Trips. A volunteer given responsibility for supervising students during a Field Trip or Extra-curricular Trip will follow Policy I-8 (School Volunteers) and the procedures established in 4-O (Volunteer Supervision Guidelines), 4-E (expectations of Coaches, Athletes, Supervisors and Chaperones) and 4-A (Field Trip and Extra-curricular Trip Plan).

When the trip is within Turtle Mountain School Division, and between schools, the students may be supervised by a volunteer. A teacher will be directly responsible for the trip and travel arrangements.

A supervising teacher will have direct responsibility for the care and charge of pupils involved in a trip outside of Turtle Mountain School Division. Where the trip includes an overnight stay, two gender appropriate supervisors will be required. If this cannot be arranged, the principal of the school may provide for an exception to this requirement.

Supervisors are encouraged to have emergency first aid certification. The Division will cover the cost of this training.

5. Transportation:

The primary means by which students will be transported is through the use of TMSD school busses with a certified school bus driver. Effective July 1, 2015, student transportation of students with 12 or 15 passenger vans is prohibited in Minto, Killarney, and Boissevain. Private vehicle (other than 12 or 15 passenger vans) with volunteer drivers may be used under the following circumstances:

1. The trip involves 12 or fewer students.
2. A school bus/driver is not available.
3. Volunteer drivers have provided:
 - satisfactory vulnerable sector check and child abuse registry check
 - proof of vehicle registration and valid driver's licence (copies to be provided to the school)
4. Written parental consent has been provided.

Students will not be permitted to drive to field trips or extra-curricular activities. If there are extenuating circumstances, parents/guardians and school administration approval is required before a student is permitted to drive. Students will not be allowed to drive other students to or from these activities.

Draft Procedures in Relation to Hosting or Traveling to High School Athletic Tournaments/Events (Appendix to Procedure I-6)

The following guidelines have been established in order to minimize the overall disruption which can occur in classrooms when athletic tournaments or events are taking place, as well as minimize lost classroom time for students participating in these events.

1. No school within Turtle Mountain School Division will host or take part in an athletic tournament which is to occur, in whole or in part, on any designated teacher professional development day. This includes all school based, divisional or provincially designated professional development days.

2. Hosting

When hosting athletic tournaments/events every effort will be made to avoid students missing regularly scheduled class time. When it is felt that for logistical reasons a Saturday tournament must begin on the corresponding Friday, effort will be made to begin no earlier than 2:30 p.m. Strong considerations should include tournament structure and number of teams involved. Zone, inter-zone, or provincial championship tournaments may be exceptions to this. Allowances may also be made for athletic events or tournaments which occur outdoors and in which there are therefore limitations as to the amount of available daylight.

3. Travelling

There is recognition that at times, given the geography and population of our region, additional travel becomes necessary in order to take part in tournaments which offer a high level of competition. However, when participating in tournaments external to Turtle Mountain School Division every effort will be made to select tournaments which are close enough in proximity to minimize missed class time. In circumstances where longer travel is required, effort will be made to request games/matches scheduled later in the day. Effort will be made such that students travelling to tournaments or events taking place on a Friday/Saturday will not leave school earlier than 12:00 P.M. on the Friday. There may be rare circumstances where this cannot be adhered to, and in such cases prior approval from school administration must be obtained. Again, zone, inter-zone, or provincial championship tournaments may also be an exception to this. Allowances may also be made for athletic events or tournaments which occur outdoors and in which there are therefore limitations as to the amount of available daylight.