

FIELD TRIPS AND EXTRA-CURRICULAR ACTIVITIES

Turtle Mountain School Division supports the involvement of students and staff in field trips and extra-curricular activities both within and outside of Turtle Mountain School Division. These trips provide new opportunities and experiences for our students. The Division will take reasonable measures to ensure that these trips accommodate the needs of all students while appropriately managing risk. The following guidelines are intended to ensure a safe and enriching experience.

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. 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.

At least one of the supervisors is to have emergency first aid certification. The Division will cover the cost of this training.

4. Transportation:

Coaches and supervisors will ensure that individuals using private vehicles to transport students on field trips and extra-curricular trips possess valid drivers' licenses and vehicle registrations by viewing the documents. It is recommended these vehicles have a minimum \$1 million liability insurance.