



Turtle River School Division - Administrative Procedure

Section B – School Administration Extra-Curricular, Field Trips, Travel

Extra-Curricular Trips

A. Inter-Divisional Sports and Inter-Divisional Education Activities (Science Fairs, Presentations)

- Once approved by the Board, funding for inter-divisional sports and education activities will be provided and monitored by the secretary-treasurer.

B. Sporting and Educational Activities Beyond the Division

- Zone, provincial, or national-level activities follow the same funding and monitoring processes as section A.

Travel Distance Limits

- Junior High: 300 kilometers
- Senior High: 1100 kilometers

C. Field Trips

- Schools are allocated five kilometers per pupil, based on September 30th enrollment figures.
- Principals, in consultation with the superintendent, may transfer kilometer allotments between categories as needed. The principal must notify the secretary-treasurer and transportation supervisor.

Division buses may not travel outside Manitoba boundaries unless authorized by the Board. Kilometers for trips are calculated from the nearest division boundary line in the division.

Funding for Extra-Curricular Bus Service

- Schools may charge students fees or use funds from fundraising for extra-curricular trips. Instructional budgets cannot be used for such travel.
- Rates:
 - \$0.50 per kilometer (no driver fee)
 - \$0.90 per kilometer (with driver fee)
- When using division or privately owned vehicles, reimbursement follows the division's personal vehicle use policy.

Board Informed:	Last Reviewed:	Last Revision:



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Activity Days

- At least 65% of eligible students must participate in authorized events.
- Activity days should, if possible, be divided between the first and second semesters.
- All planning must adhere to the *YouthSafe Manitoba School: Field Trip Resource*. Activities not covered by the resource binder require individual review.
- Participants in ice-related activities (e.g., skating, hockey) must wear CSA-approved helmets. Parents cannot waive this requirement.
- Transportation for activities outside the Division requires superintendent approval, with requests submitted at least six weeks in advance. Efforts should be made to pool transportation if multiple schools are involved.

Out-of-Province Travel

- The Board allows up to two school days per year for out-of-province trips.
- Trips should coincide with school breaks, long weekends, or holidays.
- In cases of extended lodging due to weather or bus issues, parents are responsible for additional expenses (lodging, food, etc.)
- Principals must submit proposals for activities requiring Board approval before informing students.

Out-of-Province Student Travel Guidelines

- Restricted to grades 7 to S4 students.
- Maximum of two school days (extensions possible in special circumstances).
- Initial contact and planning must be handled by the principal.
- Tour company contracts remain with the principal until delegation to staff.
- Principals must ensure staff support and select organizers/chaperones based on:
 - Teacher-student relationships
 - Subject field relationship
 - Maturity
 - Responsibility
 - Interest
- Mixed-gender student groups require at least one male and one female chaperone, with at least one being a division employee.
- Organizers must evaluate costs, educational value, insurance coverage, and tour company reputation.

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- No deposits should be made before Board approval in principle.

Student and Parent Involvement

- Inform students and parents about costs, expectations, and consequences for rule violations.
- Screen students based on behaviour and performance.
- Parents must sign a waiver accepting trip rules and releasing the division from liability.

Final Approval

- Final plans, including itineraries, student/chaperone names, and insurance details, must be submitted to the Board at least three months before departure.

Behavioural Guidelines for Field Trips

- Students must adhere to laws, cultural norms, and school rules during trips.
- Supervisors have final authority and may send non-compliant students home at parents' expense.

Foreign Travel

- The Board does not sanction or financially support foreign travel.
- Schools and divisions are not involved in planning, organizing, or conducting trips.
- Written acknowledgement from parents is required, clarifying that trips are not school-sponsored activities.
- A letter must be submitted to the Board, along with the itinerary, list of students and chaperones, at least six months prior to departure requesting approval.

Behavioural Expectations

- Students must:
 - Act courteously and respectfully.
 - Avoid illegal activities
 - Follow curfews and supervisor instructions.
 - Stay in groups for safety.

Supervisor Responsibilities

- Ensure safety and enforce rules.
- Notify the principal or the division office in emergencies.

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Expenses may be covered by fundraising or parent contributions.
Students and staff are expected to act as goodwill ambassadors for the division.

Parental Consent Form:

Acknowledgement for Foreign Travel

I understand and accept the following:

1. The trip is not a school-sanctioned activity.
2. Turtle River School Division is not involved in any aspect of planning or funding.
3. I accept full responsibility for my child's participation.

Destination: _____

Student Name: _____

Parent/Guardian Signature: _____

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