



Turtle River School Division - Administrative Procedure

Section B – School Administration Students, Fees, Permission to Leave School Grounds

Student Organizations

Turtle River School Division recognizes the value of social and recreational activities in fostering personal growth. Participation in organizations such as student councils provides opportunities for students to develop leadership and interpersonal skills.

As the board is responsible for school activities and programs, it reserves the right to approve activities when necessary. Principals and the superintendent are entrusted with evaluating and overseeing such activities.

Student Social Events

Responsibility for student social events rests with individual schools. The board grants students the privilege of using school facilities for social events, provided these events are authorized by the principal and properly supervised.

School Lockers

School lockers are the property of the school division and are provided for student use. Students are responsible for keeping their lockers neat and clean. The principal, or their designate, reserves the right to inspect lockers at any time.

If the school provides locks, students are required to use them. If locks are available for purchase or rental, fees must be paid directly to the secretary. Students who receive permission to use personal locks must provide a duplicate key, or the lock combination, to the secretary.

Fees Policy

Turtle River School Division follows the Public Schools Act and the Manitoba Public School Fee Policy to guide the imposition of fees. This policy aims to enhance students' learning experiences and support parents in meeting educational costs.

General Guidelines

- Schools may charge fees for:
 - Out-of-division activities (e.g., sports tournaments, travel club trips, ski trips) on a cost-recovery basis.
 - Superior materials or projects exceeding basic course requirements.
- Fundraising may supplement fees for such activities or trips.
- At no time will a student be denied access to a service or activity due to an

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inability to pay. Parents/guardians can confidentially contact the principal to resolve financial concerns.

Specific Fee Policies

1. Course Fees (Including Home Economics and Industrial Arts):

Basic materials for required projects are provided free of charge. Fees may apply for enhanced projects or superior materials exceeding the prescribed learning outcomes.

2. Band Program Fees:

Schools will not charge for required band program services, including instrument rentals. Funding is provided to ensure no fees are necessary.

3. Sports Fees:

Curricular and extracurricular sports activities within the division, as well as MHSAA provincial competitions, will not incur fees. Out-of-division activities, such as tournaments or exhibition games, may require cost-recovery fees.

4. Elementary Activity Fees:

Fees for agendas, plays, presentations, or similar activities are not charged. Funding is provided to ensure no fees are required.

Advisory councils, parent councils, and student councils must comply with this policy and avoid charging fees in violation of these guidelines.

Community and Student Fundraising Activities

The board permits fundraising activities that are reasonable, lawful, and approved by the principal.

To support school playgrounds and equipment, the Board will match funds raised by schools, up to \$500 annually. Schools may contribute more than \$500 through additional fundraising. Requests for Board support must be submitted in writing and should aim to enhance students' enjoyment.

Schools may budget over three years for larger projects. A detailed explanation must be submitted to the secretary-treasurer if funds are carried over.

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Student Activities Fund Management

All student funds must be audited by a competent adult authorized by the principal. The student council is responsible for audit costs.

Student Dress Code

While Turtle River School Division does not mandate a dress code, schools are encouraged to promote neat and clean attire. Students should use discretion in their dress and appearance to maintain a positive learning environment.

Student Photographs

The board permits student photographs to be taken on school premises by commercial photographers.

Care of School Property

Students are required to treat all school property with care and respect. Any willful or careless damage to school property may result in charges being issued to the student or their parents/guardians. Restitution must be paid to the division through the principal. The student council may also be held accountable for damages or neglect caused by the student body or individual students.

Vandalism and Break-Ins

All incidents of vandalism or break-ins must be reported to the principal immediately. The principal shall document all cases in writing and report them to the secretary-treasurer. Where necessary, the secretary-treasurer will inform the police and notify the board.

The police must be contacted in all cases of vandalism to exterior school property. In urgent situations, any employee may contact the police directly. .

Permission to Leave School During the School Day

Turtle River School Division requires students to remain at school during the school day if they are registered or arrive on the school bus. Students may only leave school during the day if parental permission is granted, subject to the following conditions. Students who are not bus students may leave school for lunch without providing a formal permission form.

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Grades K-6: Permission for students in grades K-6 to leave the school will be granted only under the following conditions.

- The parent/guardian provides a written note specifying the time and reason for the child's absence.
- The parent/guardian makes a telephone call to the school.
- The child is picked up in person by the parent/guardian. The school will not release children to individuals who are not authorized or are unknown to staff.

Grades 7-S3: In addition to the conditions outlined for grades K-6:

- Students in grades 7- S3 may have uptown privileges during the lunch hour if parents complete the attached permission form.

Senior 4 (S4): In addition to the privileges granted to students in grades 7- S3:

- S4 students may leave school during instructional hours if they have spares.
- Students who are 18 years or older are subject to the same rules as other students but may complete their own permission form to be absent.

In special circumstances, the principal may grant S3 students privileges similar to those of S4 students.

Mature Students: Mature students are required to follow the same regulations as other students. Any additional privileges must be approved by the principal.

Encouragement to Parents/Guardians

Parents and guardians are encouraged to advise their children to remain on school premises during the school day. This time can be utilized for participating in school activities or studying.

If parents wish to provide year-long permission for their child to leave school premises, they must complete the attached form. A separate form is required for each student.

If year-long permission is not granted, occasional absences may still be permitted as outlined in this policy.

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_____ School

2024-2025

GRADE 7 & 8

SCHOOL LEAVING FORM

Date: _____

Name of Student: _____

Parent's Phone #: _____ Grade: _____

I give my son/daughter permission to leave the school property at lunch hour.
Students must sign out before leaving and back in upon return at the office.

I realize that once my child is away from the school, the School Division or its
employees cannot be held responsible for my child's safety or behaviour.

Parent's Signature: _____

Note:

This privilege can be revoked:

1. For misconduct
 2. For poor academic achievement
 3. By parental request
- _____

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_____ School

2024-2025

GRADE 11 & 12

SCHOOL LEAVING FORM

Date: _____

Name of Student: _____

Phone #: _____ Grade: _____

I give my son/daughter permission to leave the school property at lunch hour and/or during their spares (open campus). Students must sign out before leaving and back in upon return at the office.

I realize that once my child is away from the school, the School Division or its employees cannot be held responsible for my child's safety or behaviour.

Parent's Signature: _____

Note:

This privilege can be revoked:

1. For misconduct
2. For poor academic achievement
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Student Truancy and Learning to 18

Students under the age of 18 are legally required to attend school until they either turn 18 or graduate from high school. Schools and divisions must provide programs and alternatives to ensure student attendance and engagement.

Procedure for Addressing Truancy (Students Under 18)

- Initial Contact:
 - If a school becomes aware of a student under 18 who is not attending, the school must contact the student and their parents/guardians to inform them of the law and encourage attendance.
- First Formal Letter (After 3 Days):
 - If the student fails to attend after three days, the principal will send a formal letter to the parents/guardians, emphasizing the importance of attendance.
- Second Formal Letter (After 7 Days):
 - If the student is still not attending after seven days, the principal will send a second letter citing legal requirements and potential consequences, including referral to Manitoba Education, authorities, or the division social worker.
- Individual Education Plan (IEP):
 - The school will develop an Individual Education Plan.
 - The IEP meeting will include the principal, social worker, resource teacher, student services coordinator, teacher, student, and parent/guardian.
- Third Formal Letter (After 14 Days):
 - If the student continues to be absent, the principal will mail a copy of the new IEP plan to the parents/guardians and support team, along with a third letter outlining available supports.
- Final Steps:
 - If the student remains absent, the principal will send a final letter to the parents/guardians notifying them of a referral to Manitoba Education and the appropriate authorities.
- Notification for Transfers:
 - If the student moves out of the catchment area, the principal must notify the receiving school.

Schools must retain all documentation and correspondence related to truancy cases.

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