

Approval of Co-Curricular Trips, Extra Curricular Trips, Field Trips

The Division acknowledges that field trips and co-curricular activities that are well planned can be an important part of a student's education. Planning should include lead up and follow up activities at the school to increase the educational benefit of the trip. Supervisors planning the trip must also ensure that (MPASS) Manitoba Physical Activity Safety in Schools (as per policy HC) and "Travel Procedures for Extra Curricular/Co-Curricular Trips" are utilized.

Requests for international tours will not be considered as part of this procedure. Groups wishing to organize international tours involving students must plan and organize these trips external to the school division. Any Beautiful Plains School Division staff who 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 the collective agreement and/or divisional policy.

School buses and private vehicles (as per policy EGC) may be used for field trips, athletic events or other educational tours within the province. Divisionally owned school buses cannot be utilized for out of province trips. The superintendent shall authorize all trip requests as outlined in the "Travel Procedures for Extra Curricular/Co-Curricular Trips" document.

Requests to Participate in out of School Activities should be submitted as soon as possible, and except for league play offs or provincials, should meet the following minimum times:

- a) One day or less within Division – minimum 5 working days
- b) One day or less outside the Division or involve overnight – minimum 10 working days
- c) Trips that are outside Manitoba – minimum one month

Once trips are approved the Supervisor of Transportation will determine whether or not buses are available on the day and at the times requested and notify the school principal.

Drivers for the trips will be arranged by the Supervisor of Transportation. When extended hours, meals, or overnight accommodation are needed, the support for these costs be arranged between the school principal, the driver and the Supervisor of Transportation prior to the trip. Supervisors planning same day trips of extended duration (ie tournaments) must make arrangements to accommodate the rest needs of the bus driver.

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