



Co-Curricular Trips

<b>Category</b>	Transportation		
<b>Subject</b>	Co-Curricular Trips		
<b>Adopted</b>		<b>Revised</b>	May 23, 2014
<b>Policies Used / Referenced</b>			

**Policy Statement**

This policy establishes the:

- Procedures for requesting co-curricular school trips
- Expectations and responsibilities of School and Centre personnel

This policy applies to all co-curricular trips in Anglophone South School District during regular school hours.

The School District is responsible for ensuring the safe transportation of students and authorizes procedures to regulate the use of vehicles for co-curricular trips. Such trips shall not interfere with the normal conveyance of pupils to and from school.

**Procedures**

**Responsibilities of School Personnel:**

1. Trips shall be scheduled so that students and teachers miss the least amount of class time possible.
2. No trips shall be scheduled during the first week of school.
3. There shall be an educational purpose for each co-curricular trip.
4. All approved co-curricular trips are considered to be an extension of the regular school program. Therefore, the expectation of student behaviour is equivalent to the expected behaviour in the regular school classroom.
5. A copy of the list of students, including relevant medical information, and teacher(s)/supervisors must be left at the school and a copy maintained with the teacher(s)/supervisors.
6. Co-curricular trip requests are to be submitted a minimum **10 working days** in advance of the trip date on the Trip Tracker program. Request must include who will cover the trip cost, eg. school budget or third party.
7. It is the responsibility of the teacher(s)/supervisor(s) to ensure the arranged timetable is maintained. Failure to maintain timetable often interrupts normal schedules.
8. The year-end cut-off date for co-curricular trips shall be the Friday two weeks before the last full week of school (Safe Grad is the exception).

**Reference**

- Policy 551 - School Trips
- Education Act, Regulation 2001-51