

**CO-CURRICULAR TRIPS****Category:** Transportation**Effective:** August 2017**Policy Statement**

This policy establishes:

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

This policy applies to all co-curricular trips in Anglophone West 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. If there is a need for the trip to go beyond instructional hours, appropriate plans with parents/guardians must be made.

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 occur 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)/supervisor(s) must be left at the school and a copy maintained with the teacher(s)/supervisor(s).
6. Co-curricular trip requests are to be submitted no less than **10 working days** in advance of the trip date on the Trip Tracker program.
7. It is the responsibility of the teacher(s)/supervisor(s) to ensure the arranged timetable is maintained.



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8. Schools are encouraged to complete co-curricular trips by the Friday before the last full week of school (Safe Grad is the exception). If this is not possible, co-curricular trips for the last week of school are to be requested no later than May 15th each year, and are to take place during regular school hours. Trips for this last week will be approved and assigned to the extent operational requirements permit.

Reference

- [ASD-W Policy 550-5 - School Trips](#)
- New Brunswick [Education Act, Regulation 2001-51](#)