

École Morden Middle School Extra-curricular Handbook

Published October of 2017



ÉCOLE MORDEN MIDDLE SCHOOL MISSION STATEMENT

École Morden Middle School is committed to providing children with experiences to help them develop intellectually, physically, emotionally, socially and morally. These experiences will take place in a caring, nurturing environment created and supported by a partnership of parents, students, educators and the community. We are working to develop attitudes and abilities that will enable children to continue their education and learn skills for independent living. Through the shared responsibility of all the partners, the children are expected to acquire a sense of respect for self and others, a responsibility to the community and a lifelong desire to learn. (Est. 1996)

OVERVIEW

At ÉMMS, we strive to provide a wide variety of opportunities for students to grow and develop holistically. Extra-curricular programs offer an opportunity for students to explore their strengths and interests, develop new skills, and learn to lead a healthy lifestyle. They also provide life lessons about respect, hard work, commitment, teamwork, and goal setting that students can draw upon throughout their lives. For many kids, it is a critical avenue for learning during their school years. Along with regular school programming, we offer a number of extra-curricular programs at all grade levels in order to meet this goal.

Philosophy

The primary purpose of all extra-curricular programming at ÉMMS is to help kids develop the skills, confidence, and connections necessary for a healthy school experience.

ÉMMS Code of Conduct

All students and staff at École Morden Middle School have the right to a safe and caring environment that fosters and maintains respectful and responsible behaviour. Students and staff are expected to exhibit self-discipline and be responsible for their own actions. It is expected that everyone involved in the school community will abide by the Western School Division policies, the Public School Act, the Safe and Caring School Act, and the ÉMMS Code of Conduct.

At École Morden Middle School, everyone will:

- ✓ Be responsible and accountable for the choices they make.
- ✓ Have respect for self, others, and property.
- ✓ Treat each other with courtesy and compassion.
- ✓ Have a right to a safe and healthy environment.
- ✓ Treat each other in a fair and equal manner.
- ✓ Communicate in an open, honest and appropriate manner.

Fees / Cost

ÉMMS provides programming at little to no cost to participants. Supplies, uniforms, referees, transportation, and league fees are covered by the school. Student Council and Parent Advisory Council will sometimes make a contribution toward extra-curricular programs to support participation. It is our goal to remove as many barriers as possible and fees are a significant barrier for many kids. The cost of these activities has been climbing for many years, so if families are able and willing to make a contribution in an effort to offset some expenses it would help ensure we can maintain this approach to connecting with kids. Please contact the office for information.

Supervision and Coaching

Programs are most often run by teacher volunteers who have an interest along with experience and expertise in the activity. Parents who would like to volunteer to help are asked to contact the office or the Phys. Ed. department to express interest and see where help is needed. All volunteers will require a Criminal Record Check and a Child Abuse Registry Check to go along with Respect in Sport certification. To register as a volunteer for the first time, please visit Western School Division Office. To renew or update your volunteer information, please visit the ÉMMS office. For more information, please contact the ÉMMS office (204-822-6225).

ATHLETIC PROGRAMMING

Grade 5/6

At the grade 5/6 level, the emphasis is entirely on introducing kids to new sports and offering them a chance to explore and learn the skills required. Exposure to competition will take place toward the end of each season with an in-house tournament or participation in a relevant event. During competition, all participants will receive equal opportunity to play and experience the sport. Practices are held before or after school depending on gym availability and coaching availability.

GRADE 5-6 PROGRAMS	DESCRIPTION	SEASON
Cross Country Running	After school training sessions culminating with competition in the Zone IV meet.	September-October
Volleyball	Regular skill development sessions culminating with a mini-tournament. All students who sign up will participate.	October-December
Wrestling	Regular skill development sessions as well as 3-4 tournaments throughout the season. All students who sign up will participate within their appropriate weight class.	November-March
Basketball	Regular skill development sessions culminating with a mini-tournament. All students who sign up will participate.	January-March
Badminton	Regular skill development sessions and tournaments culminating with a Saturday championship tournament. All students who sign up will participate.	March-April
Track and Field	P.E. class training with a school track meet and an optional trip to the "Hershey" regional track meet. All students will participate in some capacity as part of their regular P.E. program.	May-June
Run Club	After school training sessions with an optional trip to the Manitoba Marathon. All students who sign up will participate. A mandatory parent meeting will be held for those who choose to attend the Marathon in June.	April-June



Grade 7/8

ÉMMS participates as part of Zone IV league play. Teams from Gretna, Altona, Plum Coulee, and Winkler are also members of the leagues. Games take place around 4:15 pm, which means athletes are often required to leave school early for away games. Practices are held before or after school depending on gym availability and coaching availability.

GRADE 7-8 PROGRAMS	DESCRIPTION	SEASON
Cross Country Running	After school training sessions culminating with competition in the Zone IV meet.	September-October
Soccer	Before/after-school practices as well as participation in Zone IV league play and tournaments. Try-outs will take place to start the season with a roster of approx. 22 players selected. Players not selected are eligible to practice along with the team as part of the development squad.	September-October
Volleyball	Before/after-school practices as well as participation in Zone IV league play and tournaments. Try-outs will take place to start the season with a roster of approx. 12 players selected. Players not selected are eligible to practice along with the team as part of the development squad.	October-December
Wrestling	Regular skill development sessions as well as 3-4 tournaments throughout the season. All students who sign up will participate within their appropriate weight class.	November-March
Basketball	Before/after-school practices as well as participation in Zone IV league play and tournaments. Try-outs will take place to start the season with a roster of approx. 10 players selected. Players not selected are eligible to practice along with the team as part of the development squad.	December-March
Badminton	Before/after-school practices as well as participation in Zone IV tournaments. All students who sign up will participate.	March-April
Track and Field	P.E. class and before/after-school practices with a school track meet and an optional trip to the "Hershey" regional track meet. Athletes who place and/or meet the provincial standard will also attend the Provincial Junior High Championships. All students will participate in some capacity as part of their regular P.E. program.	May-June
Run Club	After-school training sessions with an optional trip to the Manitoba Marathon. All students who sign up will participate.	May-June



Intramurals

During noon hours throughout the year, the Phys. Ed. department runs optional activities in the gymnasium. These activities include a variety of Low Organized Games and some sports. The objective is to allow kids to stay active and have some fun during their breaks. Sign-ups will be announced in the Express and posted by the gym.

Athletic Agreement

At ÉMMS, students who participate in Athletic Programs are required to sign and adhere to the ÉMMS Athletic Agreement. The agreement outlines the behavioural expectations of all athletes who are representing the school. Student athletes and their parents are required to sign the agreement. Please see the Appendix for a copy of the document.

ARTS PROGRAMMING

Grade 5/6

At the grade 5/6 level, programming focuses on introductory skills and developing a passion for the arts.

GRADE 5-6 PROGRAMS	DESCRIPTION	Timeline
Noon Choir	Any student with a passion for singing is eligible to sign up and participate. The choir will perform at various events during the year.	September-June
Art Club	Art Club is available to any student who signs up to participate. The club explores a variety of mediums and is geared toward artistic exploration. Meetings are usually after school.	September-May (3 week units)
Christmas Concert	Held in mid-December, the concert includes all grade 5-6 students/classes and is held at the Access Event Centre. The concert typically marks the Christmas season and celebrates community togetherness and inclusivity.	December
Grade 5 Musical	Held annually in the spring, the musical includes all grade 5 students with auditions and noon hour practices for students with lead speaking roles.	Spring



Grade 7/8

At the grade 7/8 level, emphasis shifts toward a higher level of performance while still providing opportunities for anyone with a passion to participate and learn.

GRADE 7-8 PROGRAMS	DESCRIPTION	Timeline
Noon Choir	Any student with a passion for singing is eligible to sign up and participate. The choir will perform at various events during the year.	September to June
Jazz Choir	Students are selected after an audition with approx. 15 participating. The choir will rehearse throughout the year and perform at various events. Every second year the group goes on a performance/learning trip. (Next trip: 2018-19)	September to June
School Musical	Every second year, students are able to audition for parts in the school musical. The musical is held in the spring. (Next musical: 2017-18)	October-Spring
Christmas Concert	Held in mid-December, the concert includes all grade 7-8 music and band students as well as other performance groups from the school. The concert typically marks the Christmas season and celebrates community togetherness and inclusivity.	December
Art Club	Art Club is available to any student who signs up to participate. The club explores a variety of mediums and is geared toward artistic exploration. Meetings are usually after school.	September to May (3 week units)



Other Clubs and Groups

GRADE 5-8 CLUBS	DESCRIPTION	MEMBERSHIP
Student Council	Each year, a council of student leaders is elected by the student body. Student Council provides leadership for their peers, plans and supports student functions and events, and works with staff and administration to help identify and meet the needs of the student body. Elections take place at the beginning of each school year.	Grade 7-8 Elections as needed
Chess Club	Students gather to learn about and play chess together in the library. Gatherings take place once or twice a week depending on supervision availability. Meetings are held after school or over the noon hour.	Grade 5-8
Computer Club	Students are able to explore and play games in the computer lab. The club operates after school in the downstairs lab.	Grade 5-8

Freedom Fighters	A social justice group that focuses on community and global issues of injustice. Education and fundraising are the primary activities. Meeting times are dependent on activities and planning requirements.	Grade 5-8
Gardening Club	Students will learn about and participate in gardening with a supervisor. Meetings begin in the Spring and are held at noon.	Grade 5-8
Gay-Straight Alliance	Students plan and promote a safe, accepting environment for all students and advocate for equal opportunity for everyone. They work to discourage prejudice, discrimination, and all forms of bullying.	Grade 5-8
LEGO Club	Students gather to explore, create, and share using LEGO. Meetings are held over the noon hour once a week from January to March.	Grade 5-8
Math Contest	Students meet during noon hours and work on their math skills and strategies, culminating with participation in an annual Math Contest.	Grade 5-8
MYRCA Club	Students meet weekly to read and discuss books selected from across Canada.	Grade 5-8
Patrols	Student who sign up are trained to patrol the intersections before school, at noon hour, and after school in shifts. Patrols are in place from Sept.-June.	Grade 6
Robotics Club	Students are asked to bring a significant person (parent, mentor, sibling, friend) in their life to come and learn about the construction and programming of robots alongside them. Meetings are once a week in the evening.	Grade 5-8 with Significant Adult/Person

Timelines for clubs may vary from year to year. Students are asked to pay attention to announcements.

Club Start-ups

Along with clubs that run on an annual basis, students are able to create new clubs by making a presentation (in person or in writing) to school administration. If they are able to answer the relevant questions and meet the necessary criteria, the club will be approved and will run. Students must work to address the following:

- Supervision
- Location/space
- Membership (emphasis on inclusivity)
- Materials required

GET INVOLVED!

APPENDIX: Forms

1. Athletic Agreement
2. Low Risk Activity Permission Form
3. High Risk Activity Permission Form
4. Off Site Volunteer Consent Form
5. Volunteer Driver Authorization Application Form
6. Western School Division Administrative Procedure 6-301
"Cost to Parents/Guardians for School Activities"





École Morden Middle School

150 Wardrop Street, Morden, MB R6M 1Z2
Telephone (204)822-6225 Fax (204)822-4662
www.western.sd.mb.ca

S. Powell, Principal

G. Shindle, Vice Principal

École Morden Middle School Athletic Agreement

Player's Name: _____ Team: _____

Congratulations on becoming a member of an École Morden Middle School Athletic Team! Being a Student Athlete is a privilege and with privileges come responsibilities. As one of our athletes, we expect that players will comply with the following expectations and responsibilities.

As an athlete at ÉMMS, I will:

- respect and abide by all school rules, regulations, and policies.
- respect the dignity of all persons; therefore, I will not physically, mentally, or psychologically abuse or bully any person.
- exhibit good sportsmanship on and off the court or field of play.
- comply with instructions from all coaches and teachers immediately.
- demonstrate citizenship and leadership in all classes. This includes showing respect to teachers and other students, demonstrating cooperation, and responsible behavior at all times. Behavior should not interfere with the learning opportunities of others.
- respect the property of others; therefore, will neither abuse nor tolerate the abuse of property.
- conduct myself in such a manner as to bring respect to myself and my team, both at ÉMMS and when visiting other schools. I understand that my behavior is a reflection upon myself, my team, my coach, and my school.
- use language that is socially acceptable. Profanity, vulgar talk and obscene gestures will not be tolerated.
- cooperate with teammates, coaches, and officials.
- be on time for practice and scheduled team events. I will let coaches know ahead of time if I am unable to attend.
- strive for academic excellence. Therefore; I will attend class regularly, do my homework, go for extra help when needed, and do whatever it takes to strengthen my middle school experience.
- be personally responsible for all school athletic equipment and/or uniforms. When equipment/uniforms are issued out to me, I will return it in good condition or will pay for the replacement equipment/uniform.

I, _____ have read and understand this athletic agreement. I know that if any rules are broken, the coach has the right to take appropriate actions up to and including suspending me from the team for as long as he/she feels necessary.

Student Signature

Date

As a parent of a candidate of an École Morden Middle School athletic team, I have read and understand the above policies. I will help my child maintain these standards.

Parent Signature

Date



**AP 7-610 – OFF-SITE ACTIVITY(IES) CONSENT OF PARENT/GUARDIAN
FORM A – LOW RISK FIELD TRIPS**

To the Parent(s)/Guardian(s) of: _____ Homeroom: _____
Please read the contents of this Consent and Acknowledgement of Risk form. Clarify any questions or concerns with the teacher/ leader BEFORE signing it.
If this form is not signed and returned to the school by _____, your child WILL NOT BE ALLOWED TO ATTEND.

PROGRAM/ACTIVITY INFORMATION

DESTINATION/ACTIVITY: _____ DATE(S): _____ OR
SERIES OF OFF-SITE ACTIVITIES (Specify program): _____
PURPOSE OR EDUCATIONAL GOAL(S): _____
ITINERARY/ACTIVITIES: _____
METHOD OF TRANSPORTATION: _____ BY: _____
TEACHER-IN-CHARGE: _____ TOTAL NO. OF SUPERVISORS PLANNED: _____
SUPERVISORY ARRANGEMENTS: _____
COST TO THE STUDENT: _____ WHAT TO BRING: _____
OTHER CONSIDERATIONS: _____

BOARD RESPONSIBILITIES

- The board will make every reasonable effort to ensure or ascertain that:
- a. The staff, volunteers and/or service providers involved are suitably trained and qualified.
 - b. The students are adequately supervised over all aspects of the program/activity.
 - c. The location(s) used are appropriate and safe for the activity(ies) and group.
 - d. Equipment used has been inspected and deemed appropriate and safe.
 - e. A Safety Plan is in place to identify and manage known potential risks.
 - f. An Emergency Plan is in place to deal with an injury or illness to one of the students.

POTENTIAL KNOWN RISKS

Potential known risks include the following:
-----X-----

CONSENT AND ACKNOWLEDGEMENT OF RISK

1. I acknowledge my right to obtain as much information as I require about this program or activity and associated risks and hazards, including information beyond that provided to me by the school or board.
2. I freely and voluntarily assume the risks/hazards inherent in the program/activity and understand and acknowledge that my child may suffer personal and potentially serious injury due to an unforeseeable event associated with his/her participation.
3. My child has been informed that he/she is to abide by the rules and regulations, including directions and instructions from the school's and/or service provider's administrators, instructors, and supervisors over all phases of the program/activity.
4. In the event my child fails to abide by these rules and regulations, disciplinary action may require his/her exclusion from further participation, or that I be contacted to have him/her picked up, unless I have specified other transport arrangements.
5. I acknowledge that it is my responsibility to advise the board of any medical and/or health concerns of my child that may affect his/her participation in the stated program or activity.
6. I consent that the board, through its employees, agents and officers may secure such medical advice and services as they deem necessary for my child's health and safety, and that I shall be financially responsible for such advice and services.
7. Based on my understanding, acknowledgement, and consents as described herein,

(Name of Student) _____ has my permission to participate in
the (Destination/Program) _____ field trip/activity.

Date: _____ Name (Please print): _____ Signature: _____

The personal information contained on this form is collected under the authority of the Public Schools Act, the Education Administration Act and the Freedom of Information and Protection of Privacy Act for the purpose of participating on school trips/ If you have any questions about this form, please contact your school principal.



AP 7-611 – OFF-SITE ACTIVITY(IES) CONSENT OF PARENT/GUARDIAN FORM B – HIGH RISK FIELD TRIPS

To the Parent(s)/Guardian(s) of: _____ Homeroom: _____
 Please read the contents of this Consent and Acknowledgement of Risk form. Clarify any questions or concerns with the teacher/leader BEFORE signing it.
 If this form is not signed and returned to the school by _____, your child WILL NOT BE ALLOWED TO ATTEND.

PROGRAM/ACTIVITY INFORMATION

FIELD TRIP: _____ DATE(S): _____ OR
 SERIES OF OFF-SITE ACTIVITIES (Specify program): _____
 TEACHER-IN-CHARGE: _____ PHONE: _____ E-MAIL: _____

BOARD RESPONSIBILITIES

- The board will make every reasonable effort to ensure or ascertain that:
- The staff, volunteers and/or service providers involved are suitably trained and qualified.
 - The students are adequately supervised over all aspects of the program/activity.
 - The location(s) used are appropriate and safe for the activity(ies) and group.
 - Equipment used has been inspected and deemed appropriate and safe.
 - A Safety Plan is in place to identify and manage known potential risks.
 - An Emergency Plan is in place to deal with an injury or illness to one of the students.

POTENTIAL KNOWN RISKS

Potential known risks include the following:

-----X-----

CONSENT AND ACKNOWLEDGEMENT OF RISK

- Mode of Transportation: _____ By: _____
- I accept this mode of transportation for this activity: Yes No
 If no, specify alternative: _____
- I acknowledge my right to obtain as much information as I require about this program or activity and associated risks and hazards, including information beyond that provided to me by the school or board.
- I freely and voluntarily assume the risks/hazards inherent in the program/activity and understand and acknowledge that my child may suffer personal and potentially serious injury due to an unforeseeable event related to his/her participation.
- My child has been informed that he/she is to abide by the rules and regulations, including directions and instructions from the school's and/or service providers administrators, instructors, and supervisors over all phases of the program/activity.
- In the event my child fails to abide by these rules and regulations, disciplinary action may require his/her exclusion from further participation, or that I be contacted to have him/her picked up, unless I have specified other transport arrangements.
- I acknowledge that it is my duty to advise the board of any medical/health concerns of my child that may affect his/her participation.
- I acknowledge that the board may choose to cancel the trip if travel conditions are dangerous for whatever reason, deemed unsafe (e.g., weather, health advisory). I accept that the board will not be liable for any costs associated with such a cancellation.
- I consent that the board, through its employees, agents and officers may secure such medical advice and services as they deem necessary for my child's health and safety, and that I shall be financially responsible for such advice and services.
- Based on my understanding, acknowledgement, and consents as described herein, I agree that

(Name of Student) _____ has my permission to participate in the _____
 field trip/program.

Date: _____ Name (Please print): _____ Signature: _____

The personal information contained on this form is collected under the authority of the Public Schools Act, the Education Administration Act and the Freedom of Information and Protection of Privacy Act for the purpose of participating on school trips. If you have any questions about this form, please contact your school principal.



FIELD TRIP EMERGENCY MEDICAL INFORMATION (Write below or attach a separate page if more space is needed)			
Student Name: _____		Birth Date: _____	
Manitoba Health Registration No. (6-digits): _____		Manitoba PHIN (9-digits): _____	
Student School Accident Insurance: <input type="checkbox"/> Yes <input type="checkbox"/> No			
Allergies (e.g., specific drugs, certain foods, insect stings, hay fever) Specify: _____			
Reaction(s) to above? _____			
Carries Epi pen? <input type="checkbox"/> Yes <input type="checkbox"/> No Carries Ana Kit? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Medical/physical conditions that may affect participation in the stated program/activity (e.g., recent illness or injury, chronic conditions, phobias, etc.). Be specific: _____			
Specify the condition(s) and requirements for program modification or specific activities your child should not participate in: _____			
Medication(s) taken (name, reason, dosage, storage, potential side effects/treatment of such): _____			
Other Health/Medical/Dietary Concerns: _____			
Emergency Contacts:			
1)	_____	Phone: (H) _____	(W) _____ (C) _____
2)	_____	Phone: (H) _____	(W) _____ (C) _____

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AP 7-612 – OFF-SITE ACTIVITY(IES) CONSENT OF VOLUNTEER

PROGRAM/ACTIVITY INFORMATION (Read attached Program/Activity Information prior to reading and completing this form)

Volunteer Name: _____ Phone Number: _____ E-mail: _____

Program/Activity: _____ Date (s): _____ OR

Series Of Off-Site Activities (Specify Program): _____

Teacher-In -Charge: _____ Phone: _____ E-mail: _____

BOARD EXPECTATIONS FOR VOLUNTEERS

Volunteers are an important part of the leadership team for an off-site activity and are expected to:

- | | |
|--|---|
| a) Review and comply with relevant board policy. | e) Support and follow the school code of conduct. |
| b) Have qualifications appropriate for the off-site activity. | f) Report any inappropriate conduct to the teacher-in-charge. |
| c) Know the details of the off-site activity and their specific duties, responsibilities and authority prior to departure. | g) Adhere to the schedule or itinerary. |
| d) Exhibit positive behaviour and be an acceptable role model | h) Dress appropriately for the off-site activity. |

POTENTIAL KNOWN RISKS

Potential known risks include the following:

CONSENT AND ACKNOWLEDGEMENT OF RISK

1. Mode of Transportation: _____ By: _____

2. I accept this mode of transportation for this activity: Yes No OR

I will provide my own transportation: Yes No OR

I consent to the use of my vehicle for the transportation of students for this activity: Yes No

If I will be transporting students in my vehicle, I have completed a Volunteer Driver Authorization Application form: Yes No

3. I acknowledge my right to obtain as much information as I require about this program or activity and associated risks and hazards, including information beyond that provided to me by the school or board.
4. I freely and voluntarily assume the risks/hazards inherent in the program/activity and understand and acknowledge that I may suffer personal and potentially serious injury due to an unforeseeable event associated with my volunteer involvement.
5. I agree to abide by the rules and regulations including directions and instructions from the school's/service provider's administrators and staff while volunteering in the program or activities.
6. I acknowledge that it is my duty to advise the board of any medical/health concerns that may affect my participation.
7. I acknowledge that the board may choose to cancel the trip if travel conditions are dangerous for whatever reason, deemed unsafe (e.g., weather, health issues). I accept that the board will not be liable for any costs associated with such a cancellation.
8. I consent that the board, through its employees, agents, and officers may secure such medical advice and services as they deem necessary for my health and safety, and that I shall be financially responsible for such advice and services.
9. I understand, acknowledge and consent to the above as described herein.

Date: _____ Name (Please print): _____

Signature: _____

Continued on the following page



FIELD TRIP/ACTIVITY EMERGENCY MEDICAL INFORMATION (Attach a separate page if more space is needed)

Volunteer Name: _____ Birth Date (optional): _____

Manitoba Health Registration No. (6-digit) _____ Manitoba PHIN (9-digit): _____

Allergies (e.g., specific drugs, certain foods, insect stings, hay fever) (specify): _____

Reaction to above _____ Carries Epi pen? Yes No Carries Ana Kit? Yes No

Medical/Physical conditions that may affect participation in the program/activity (e.g., recent illness/injury, chronic conditions, phobias) _____

Specify the condition(s) and requirements for program modification or specific activities you should not do:

Medication(s) taken (name, reason, dosage, storage, potential side effects/treatment of such):

Other Health/Medical/Dietary Concerns:

Emergency Contacts:

1) _____ Phone: (H) _____ (W) _____ (C) _____

2) _____ Phone: (H) _____ (W) _____ (C) _____

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AP 7-613 – VOLUNTEER DRIVER AUTHORIZATION APPLICATION

Driver's Name: _____	Phone Number: _____
Address: _____	E-mail: _____

Applications may be approved only when the driver possesses a valid, appropriate driver's license and is able to respond *No* to questions concerning convictions and suspensions over the last three years. No current students are permitted to transport other current students to and/or from school based activities.

Driver's License Number: _____	Class: _____	Expiry Date: _____
Has your driver's license been suspended in the last three years? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If Yes, please provide date of reinstatement: _____		
Have you been convicted of an offence under the Highway Traffic Act, or for any motor vehicle-related offence under the Criminal Code of Canada during the last three years? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If Yes, please identify the offence(s) here: _____		
Were you found responsible/party responsible for any motor vehicle accident(s) over the last three years? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Insurance Related Considerations:

1. The board requires that the vehicle owner maintain, at all times, valid automobile **Third Party Liability Insurance** as required under Manitoba legislation in respect of liability for injury or death of any students who are passengers in the vehicle the volunteer driver is operating.
2. In case of an insurance claim (i.e., third party damage and/or personal injury) the vehicle owner's automobile liability insurance applies **before** that of the school board.
3. Additional automobile liability insurance protection is provided under the school board's comprehensive general liability insurance policy for authorized drivers transporting students in privately-owned vehicles on an approved school activity. This insurance is **only** for an amount in excess of the limit of liability provided by the vehicle owner's liability insurance policy.
4. **Damage to any vehicle**, including the owner's, is the responsibility of the volunteer driver and not the school board.

Vehicle: _____	/ _____	/ _____	/ _____
Make	Model	License Plate No.	Seating Capacity (Including Driver)
Owner's Name: _____			
Owner's Address: _____			
Owner's Phone: (H) _____ (W) _____ (C) _____			
Insurance On Vehicle - Company: _____ Policy No.: _____			

<p>COMMITMENTS</p> <p>By submitting this application to become a volunteer driver for the school board:</p> <ol style="list-style-type: none"> 1. I undertake to ensure that the vehicle used to transport students is in safe operating condition. 2. I agree to: <ol style="list-style-type: none"> a) operate the automobile referred to herein in a safe manner; b) abide by all applicable laws at all times while I am transporting students; c) limit the number of passengers to the number of useable seat belts; d) require proper use of occupant restraint systems (i.e., seatbelts, head restraints, airbags, seat position); and e) to comply with the directions of teachers or agents of the school board. 3. I undertake to report to the school principal all accidents and any suspension of my license or change in my insurance status which may occur after the date of this authorization while it remains in force. 4. I undertake to maintain, at all times, appropriate personal liability and indemnity insurance. 5. I accept the foregoing undertakings and certify that the information contained in this application is correct to the best of my knowledge: <p>Signature of Driver: _____</p> <p>Signature of Vehicle Owner: _____</p>
--

<p>FOR OFFICE USE ONLY</p> <p>The above-named driver is authorized to assist the school during the current school year. The assistance is appreciated.</p> <p>Signature of Principal/Designate: _____ Date: _____</p>
--

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AP 6-301 – COSTS TO PARENTS/GUARDIANS FOR SCHOOL ACTIVITIES

Costs to parents/guardians for their child's education and for participation in school related activities will be kept to a minimum.

1. There will be no charge for participation in required courses and activities. This will apply to costs such as agenda books, locker fees, field trips related to curricular objectives, course fees for lab or project materials, elementary, middle years and intramural athletics, high school convocations and the like.
2. There will be a modest charge for:
 - Schools supplies, when purchased by the school. Where the school issues supply lists those lists should be costed and reviewed with a view to keeping costs modest.
 - Residential camp experiences, band trips, athletic trips. Schools will provide parents/guardians with adequate notice. Activities will be planned with economy in mind.
 - Band uniforms, sports t-shirts.
 - Rental of musical instruments.
 - Middle Years and Senior Years clubs and teams. A budget and accounting will be made available to parents/guardians detailing club and program expenses.
3. Financial assistance can be provided from Western School Division school budgets to ensure that no student's educational participation in the above activities is limited by financial circumstances. Information about financial assistance will be provided through all avenues of home/school communication.
4. Each year the Board of Trustees will establish a per student grant to cover or defray activities costs to parents. The grant will be allocated on a per capita basis by classroom and program for K – 8 students and on a program basis in Grade 9 – 12 schools.
5. School budgets will be reviewed annually by the Board of Trustees to ensure that they are adequate and to ensure that this procedure is honoured.

Adopted: August 2015