

## PREAMBLE

The following procedural document is a complement to the *Field Trip Policy*, no. 2006-ED-07.

The objective of this document is to provide clear guidelines for all schools upon organizing co-curricular and extracurricular activities for its students.

All schools are encouraged to organize activities that promote positive interactions between students and sensitivity toward social concerns. These school life activities may take the form of school assemblies, student council, clubs, special projects and social action activities.

The program of studies may include co-curricular and extracurricular activities. Some of these activities may be held outside the regular school day.

Co-curricular activities are those activities that are related to a particular subject but are held outside the normal classroom experience.

Extracurricular activities are those optional activities, which are social, cultural, or physical in nature and which are not directly related to a particular course of study.

## PROCEDURES

### OVERVIEW OF STEPS TO FOLLOW:

- a) Completing the Field Trip Information Form;
- b) Completing the appropriate complementary forms, e.g., insurance form for trips outside Canada, insurance form for high-risk activities, etc.;
- c) Obtaining approval from the Governing Board;
- d) Making arrangements for transportation to the destination;
- e) Preparing information for the adults/students concerned;
- f) Ensuring necessary medical information is gathered prior to the trip;
- g) Understanding the details about safety and security of the trip destination;
- h) If applicable, verifying if the activity is covered by the insurer;
- i) Planning for appropriate supervision by respecting established ratios;
- j) Planning all expenses, fees charged to parents/guardians and collection of funds.

### A FEW REMINDERS

The principal is responsible for overseeing co-curricular and extracurricular activities and the related fees charged to parents that have been approved by Governing Board resolution.

## Overnight Trips and Trips Outside Canada

The school must inform the Secretary General of all overnight co-curricular and extracurricular activities, and trips outside Canada, two months before the date of the trip by completing the school board's Field Trip Information Form (Appendix A). The Governing Board resolution must accompany the form.

In the case of trips taking place outside Canada, the Secretary General must inform the Director General.

Schools must complete the appropriate form concerning insurance coverage for high-risk activities or trips outside Canada and forward it to the Secretary General Department.

The Secretary General will advise the school board's insurer two months prior to the date of these trips.

## ORGANIZATION

### 1.0 Planning Phase

- 1.1 In planning the activity, the school/centre staff must pay special attention to:
  - the pedagogical aspect;
  - the program outline;
  - the implications on the schedule and the school/centre calendar.

### 1.2

3.4 For organizing these activities, organizers must refer to the Guidelines for Teachers (Appendix D).

3.5 For trips outside Canada, trip organizers must recommend that parents/adult students purchase trip cancellation insurance as well as additional medical insurance for trips outside the country.

#### **4.0 Information for Parents/Adult Students**

4.1 The school/centre will determine the eligibility criteria for participation and the final decision rests with the principal.

4.2 Once the Governing Board's approval is obtained, an information letter shall be given to the parents/adult students, including the details of the activity and its educational objectives.

4.3 The information letter to parents/adult students must include:

6.2 Parents/adult students are responsible for submitting a revised form should there be any changes in the medical information provided.

6.3 Original forms remain at the school/centre. A clear copy is given to the field trip/activity supervisor.

## 7.0 Safety and Security

7.1 Details about the safety and security of the location to be visited shall be known to the trip leader and to the accompanying adults.

## 8.0 Supervision

8.1 The organizers of these activities shall provide appropriate supervision to ensure the safety and well-being of the students participating.

8.2 The principal is responsible for approving the list of adults/staff/volunteers accompanying the students on the trip. Priority shall be given to staff of the school to accompany on the trip, prior to considering adding volunteers.

8.3 The ratios of adults/students are to be determined at the school level and may vary according to the age level, the skills of the students and the type of activity. However, the following minimum ratios should be respected (these include animators provided on site):

| LEVEL              | RATIO |
|--------------------|-------|
| Kindergarten       | 1:5   |
| Elementary Cycle 1 | 1:10  |
| Elementary Cycle 2 | 1:15  |
| Elementary Cycle 3 | 1:25  |
| Secondary Cycle 1  | 1:30  |
| Secondary Cycle 2  | 1:35  |

## 9.0 Accident Reports

9.1 If an accident occurs, an Accident Report must be completed and personal notes taken indicating all the circumstances of the accident.

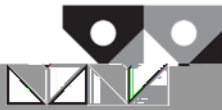
9.2 The principal shall submit the report to the school board. In case of a bus accident, the procedures outlined in Appendix F must also be followed.

## 10.0 Collection of Fees and Deposits

10.1 Parents must be made aware via the initial field trip cover letter if deposits are not refundable. The school board or any of its establishments are not responsible for lost deposits.

10.2 All collection of funds must be entered in a school account budget on a regular basis, and deposited in the bank in full.

10.3



## FIELD TRIP INFORMATION FORM

This form must be signed by the principal and include the number of the resolution passed by the Governing Board authorizing the field trip.

For overnight field trips and trips outside Canada, the form must be completed and sent to the Secretary General before the trip departure date along with the Insurance Form for Trips Outside Canada.

For trips outside Canada, the Secretary General will inform t



Please provide the full names and titles of adults travelling with the students.

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**LIST OF ACCOMPANYING SUPERVISORS**

This section may be modified once the form has been submitted.

However, the information provided must be accurate before the trip departure date. The school administration (and the school board in the case of trips outside of Canada) must be informed of any changes before the trip departure date.

All volunteers must have completed a judicial background check form before the trip departure date, and ensured a clean record.

Appendix B



Trips Outside Canada

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Appendix C



Extracurricular activities considered high risk

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## GUIDELINES FOR TEACHERS

### FIELD TRIPS OUTSIDE CANADA

Please keep in mind the following:

All field trips need to be approved by your principal and the school's Governing Board.

Our **insurance broker must be informed** of all trips outside Canada as well as any extracurricular activities considered high risk.

The appropriate forms need to be fully completed. For all upcoming trips outside Canada, **please submit the appropriate insurance forms (Appendices B and C).**

Any subsequent changes to the forms and plans must approved by the principal and, in some cases, the Governing Board.

#### ORGANIZING TEACHERS MUST RESPECT THE FOLLOWING STEPS:

**Complete the Field Trip Information Form (Appendix A)** and submit it to the Governing Board for approval.

- **List the names of all adults (without exception) travelling with the students.** Once the list is complete and the form has been signed by the principal, the group leader cannot change, remove or add names to the list without the approval of the school principal.
- Volunteers must go through a **judicial background check** before the trip to be confirmed as part of the adults travelling with the group of students.

**Attach the two insurance forms (Appendices B and C), as required.** Once completed and signed, these forms must be transmitted, two months before the trip departure date, to Jocelyn Thompson-Ness, administration officer.

**Ensure that the school principal has access to all necessary information by:**

- providing him/her with information related to the list of participants;
- giving access to payments received and financial accounting of the activities, at all times;
- providing access to the electronic account with the provider;
- providing him/her with a password.

**Reward programs and discounts:** The group leader shall give access to all pertinent information required to ensure that the use of reward points (if applicable) is



COMMISSION SCOLAIRE S

Destination and description

Date of activity

Method of transportation From:

To:

Student to adult ratio

Cost per student  
(includes transportation)

\$

Method and deadline for payment

Person(s) in charge

### Permission and Release (Please read this section to the school.)

Name of student:

Grade level:

Date of trip:

1. The undersigned declares that the above-named student is a minor and under their responsibility.
2. The undersigned acknowledges fullness of the risks involved in this and accepts the arrangements for supervision as noted above. Consequently, the undersigned hereby grants permission for the above-named student to participate in this activity.
- 3.

## Criteria for Student Transportation

Transportation must be:

1. By school bus or minibus complying with school transportation regulations. Among other things, these buses or minibuses must be of "chrome yellow" colour, and must have alternately flashing lights and an extendable stop sign (the conventional school bus);
2. By a carrier holding a chartered transportation licence issued by the Commission des transports du Québec (coach bus);
3. By more than one car used exclusively for student transportation according to contracts signed with the school board. These vehicles must show a board or lantern with the word "écoliers" (the conventional school sedan);
4. By public transit, according to usual safeguards; or
5. By carpooling.

Transportation of 9 people or less, including the driver, may be done in the same manner as above. In addition, the school may authorize transportation of students by volunteers (carpooling), while respecting the following:

- The vehicle used must be able to hold at least 4 passengers and at most 9 passengers, including the driver;
- An additional adult attendant must be present in any vehicle carrying more than 4 students in order to supervise the students and ensure good order on board;
- The driver must complete the Carpool Authorization Form (Appendix G) before the trip.

### Procedures in the Event of a Bus Accident

1. When the report of the bus accident comes in, the principal will notify the school board (Director of Schools or Director General).
2. The principal (or delegate) will use the rider list(s) to notify parents or emergency contacts. If the location or condition of students is known, this information will be conveyed to the parents or emergency contacts.
3. The principal (or delegate) will remain at the school while a school board representative and designated staff may go directly to the site of the accident and/or to hospital locations. Those who go to the accident site or hospital locations will carry a copy of the rider list(s) with them.

# CARPOOL AUTHORIZATION FORM

Appendix G

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