

Policy no. 2006-ED-07:

eLfiTrip Procedures

## PREAMBLE

The following procedural document is a complement to the 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, projects and social action activities.

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

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

Extracurricular activities are those optional activities, which are social, cultural, or physical in nature and which are 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 they are 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.

The Governing Board is responsible for approving activities and related fees if applicable, which entail changes to students' regular time of arrival and/or departure or which require students to leave the school premises.

## 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 boards two months prior to the date of these trips.

## ORGANIZATION

### 1.0 Planning Phase

- 1.1 In planning the activity, the school/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 ensure that parents/adult students purchase trip cancellation insurance as well as additional insurance for trips outside the country.

#### 4.0 Information for Parents/Adult Students

4.1 The school/centre will determine eligibility criteria for participation, but 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 medical information provided.

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

## 7.0 Safety and Security

7.1 Details about the safety and security of the location 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 adults/staff/volunteers accompanying the students on the trip. Priority shall be given to staff 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 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 circumstances of the accident.

9.2 The principal shall submit the report to the school board. In the 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 is responsible for lost deposits.

10.2 All collection of funds must be entered in a school 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 two months before the trip departure date, along with the Insurance Form for Trips Outside Canada.

For trips outside Canada, the Secretary General will inform t



Il est recommandé de consulter régulièrement le site Web suivant afin de vérifier si des avertissements ont été émis pour les destinations visées : <http://voyage.gc.ca/voyager/avertissements>

Ce formulaire doit-être rempli et soumis (2) mois avant la date l'activité, à l'attention de Jocelyne Thompson-Ness, agente d'administration, par courriel à l'adresse [jthompson@swlauriersb.gc.ca](mailto:jthompson@swlauriersb.gc.ca) par télécopieur au 450 621-7929.

DESCRIPTION OF SECURITY MEASURES/DESCRIPTION DES MESURES DE SÉCURITÉ :

Have you obtained the parents'/legal guardians' written consent?/obtenu l'accord écrit des parents/tutrices ou tuteurs?

Yes/Oui

No/Non

<input type="checkbox"/>
<input type="checkbox"/>

Has the medical record giving complete information on participants' health, including particular problems and allergies, been completed by the parents/legal guardians?/le dossier médical donnant tous les renseignements sur l'état de santé des participant(e)s, notamment les problèmes particuliers et allergies, a-t-elle été remplie par les parents/tutrices ou tuteurs?

Yes/Oui

No/Non

<input type="checkbox"/>
<input type="checkbox"/>

Have the supervisory regulations that the students participating in the trip will have to follow been provided and explicitly explained to them?/



Does the activity comply with the Trip Policy (Policy no. 2006-ED-07) / l'activité est-elle conforme à la Politique sur les sorties éducatives (politique n° 2006-ED-07)?

Yes/Oui

No/Non

  

See attached documents / les documents ci-joints

Where will the participants stay / l'endroit se logeront les participant(e)s?

Hotel/Hôtel

Hostel/Auberge de jeunesse

  
  

Are the guides duly qualified / Est-ce que les accompagnatrice(eur)s ont les qualifications requises?

Yes/Oui

No/Non

  

What safety equipment has been prepared for the activity / Quel matériel de sécurité est prévu pour l'activité?

First aid kit / trousse de premiers soins

Cellular phone / Téléphone cellulaire

  

Other/Autre : \_\_\_\_\_

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EXTRACURRICULAR ACTIVITIES CONSIDERED HIGH-RISK  
ACTIVITÉS PARASCOLAIRES CONSIDÉRÉES À HAUT RISQUE  
2024-2025

This form must be completed and returned, with all accompanying documents (information from the service provider), at least one (1) month prior to the date of the activity to the attention of Jayne Thompson-Ness, Administration Officer, by

## 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.
- The board 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 be approved by the principal and, in some cases, the Governing Board.

ORGANIZING TEACHERS MUST COORDINATE 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 completely devoted to the benefits of our students.

As the principal is responsible for overseeing all field trips, they must be provided with copies of all communications with participants as well as meeting notifications at all times.

Tip money and other cash: Should tip money need to be collected, TWO staff members should be designated responsible. These members shall set a date, time and place to collect the tip money from all student participants at the same time. A written receipt shall be provided to students upon submitting their tip money to the individuals responsible at this designated time. All money should be turned in to the office immediately after collection, along with a list of who has paid. All amounts pending deposit should be locked in a school safe. Tip money should be deposited in a separate account created for this purpose. It must NOT be stored in an employee's residence or anywhere else outside the school's main office. Shortly before the date of the trip, the school must request a cash advance for the exact amount collected.

On the trip departure date, the tip money shall be distributed evenly, for transportation purposes, among at least three employees accompanying the students on the trip. Each employee must provide written acknowledgment of reception of the tip money for the purpose of the trip. The staff members designated responsible shall prepare an itemized account of how it will be distributed and used.

All collection of funds must be entered in a school account budget on a regular basis, and deposited in the bank. All money should be turned in to the office immediately after collection, along with a list of who has paid. All amounts pending deposit should be locked in a school safe. For trips outside Canada, the collection of funds by the school is not permitted. All funds must be paid directly by the parents/adult students to the travel agency.



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 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 bus and minibuses must be of “chrome yellow” colour, and must have alternately flashing lights and an extendable 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 section);
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 carpooling, while respecting the following:

- The vehicle used must be able to hold 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 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 and 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 representative may go directly to the site of the accident and hospital locations. Those who go to the accident site or hospital locations will carry a copy of the rider list(s) with them.

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