



Policy no. 2006-ED-07:	Field Trip Policy
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Origin:	Council of Commissioners	

1.0 INTRODUCTION

The school is encouraged to organize activities, which 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.

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

1.1.1 Co-curricular activities are those activities which are related to a course of study but are held outside the normal classroom experience.

1.1.2 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.

1.2 Co-curricular and extracurricular activities shall take into consideration the school/centre's Educational Project. They should have instructional or educational purposes, which may include the following:

- The promotion of academic, social and personal growth;
- The participation in athletic activities;
- The promotion of cultural awareness;
- The participation in recreational activities.

Co-curricular and extracurricular activities should enhance the provision of aesthetic, cultural, intellectual, spiritual, athletic and social experiences.

1.3 Co-curricular:

The school principal must ensure that all co-curricular activities are adequately funded by the school's budget or by fees charged to the participants. Provision must be made not to limit a student's participation in daytime co-curricular activities, should a fee be required.

1.4 Extracurricular:

The school will recognize that student participation in all extracurricular activities is voluntary. Extracurricular activities should reflect students' needs, the availability of staff, the school's facilities and the school's budget to support such activities.

- 1.5 Lack of participation in a co-curricular or an extracurricular activity must not affect a student's academic results, with the exception of school-funded mandatory co-curricular activities.
- 1.6 When a one-day activity takes place during the regular class schedule, the school/centre shall make every reasonable effort to ensure that no student is excluded for financial reasons.
- 1.7 When the activity takes place during regular class time and the parents refuse to give authorization, or when a student is excluded, the student is still required to attend classes and the principal shall ensure that an appropriate in-school alternative is provided.

2.0 OBJECTIVE

This policy aims to provide Governing Boards, administrators and all other school/centre personnel with guidance related to co-curricular and extracurricular activities that take place on and off school/centre premises.

3.0 SCOPE

This policy applies to all co-curricular and extracurricular activities that take place at any time throughout the school year, under the direction of the school/centre, including those associated with a school's daycare.

4.0 ROLES AND RESPONSIBILITIES

4.1 ADMINISTRATOR AND GOVERNING BOARD

The administrator of the school/centre shall inform the staff and Governing Board annually about this policy and its procedures.

The administrator shall verify the links between the activity and the educational objectives.

In accordance with the Education Act, the Governing Board is responsible for approving activities (and related fees charged to parents) that entail changes in the students' regular time of arrival and/or departure, or that require students to leave the school premises. The approval must be in the minutes of the Governing Board's meeting. The source of funding and method of transportation for the activity shall be made known and the cost shall be reasonable.

Each Governing Board may establish a process in order to obtain the approval of the majority of its members when the Governing Board cannot convene a meeting. The decision must be ratified at the next meeting.

The Governing Board may provide a blanket approval for each school year, for the following activities and related fees if applicable. However, before the date of these activities, the principal must inform the Governing Board at a meeting. These activities still require the permission of the parents/guardians.

- Activities taking place in parks and playgrounds adjacent to school/centre property;
- Trips between two campuses, requiring vehicle transportation, of the same school/centre;
- Work study, community service and career explorations;
- Tournaments, including debating, public speaking and sporting events;
- Athletic Association events;

- School board-sponsored activities such as career days or leadership activities;
- Activities required by the curriculum, such as life-skills outings.

Depending on the type of activity, the Governing Board will determine whether permission is required only once, or more often, as needed. Nonetheless, these activities are still subject to all rules and procedures outlined in this policy.

4.2 SCHOOL/ CENTRE

The school must inform the Secretary General for all overnight co-curricular and extracurricular activities two months prior to the date of the trip by completing the school board's Field Trip Information Form.* The appropriate complementary forms* concerning insurance coverage for trips outside Canada and for high-risk activities must accompany this request.

In the case of unscheduled events, the Governing Board resolution and the completed Field Trip Information Form must be forwarded to the Secretary General before the date of the trip.

4.3 SCHOOL BOARD

The Secretary General will inform the Director General of all trips taking place outside Canada.

The school must forward the information on all high-risk activities and on all trips outside Canada to the Secretary General, who will advise the school board's insurer two months prior to the date of the trip.

4.4 PARENTS AND STUDENTS

A student's parent or guardian, or a student of legal age, shall be notified prior to any activity being held. The notice shall give the nature of the activity, the place to be visited, the date, the time of departure, the estimated time of return to the school and the cost if applicable. The parent/guardian must sign a Field Trip Permission and Release Form* authorizing or refusing their child's participation in the activity. If the student is of legal age, only the student's signature is required and sufficient. Parents and students may attend information evenings on a proposed trip if applicable.

If, in an unusual circumstance, a parent/guardian requests to take the student to the location of the activity or to return the student from the activity, it is within the principal's discretion, based on safety and disruption factors and the location(s), whether to grant permission to the parent/guardian's request. If permission is granted, it is contingent on the parent/guardian signing and agreeing to the terms in written form with the school.

Parents, students and chaperones must understand that policies and procedure pertaining to pupil conduct, discipline and rights apply to pupils while on field trips, and that parents/guardians are responsible for getting the student back home if the student breaks the rules.

Rules on field trips are the same as required of students within the school confines. Students violating school conduct rules on a field trip are subject to the same disciplinary action as would apply if they were on school property.

* For a copy of these forms, please refer to the *Field Trip Procedures* document.

5.0 ORGANIZING THE ACTIVITY

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.

The school staff must respect the procedures as established by the school board for organizing all extracurricular and co-curricular activities.

The appendices are subject to an annual review. They may also be modified during the year if circumstances warrant.