



Policy no. 2006-ED-07:	Field Trip Policy and Procedures
------------------------	----------------------------------

Approved:	Resolution no.	060713-ED-0003
Revised:	Resolution no.	CC-080625-ED-0239 CC-180425-CA-0093
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 extra-curricular 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 Extra-curricular 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 Extra-curricular and co-curricular activities shall take into consideration the school/centre 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.

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

1.3 Co-curricular:

The 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 Extra-Curricular:

The School will recognize that student participation in all extra-curricular activities is voluntary. Extra-curricular 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 an extra-curricular or co-curricular activity must not impact 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 administrator 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 extra-curricular and co-curricular activities that take place on and off school/centre premises.

3.0 SCOPE

This policy applies to all extra-curricular activities that take place at any time throughout the calendar 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) which entail changes in the students' regular time of arrival and/or departure, or which 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.

Governing Board may provide a blanket approval for each academic year, for the following activities and related fees if applicable. However, the Principal, prior to the date of these activities being held, must inform the Governing Board at a meeting. These activities still require permission:

- 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;

- Board-sponsored activities such as career days or leadership activities;
- Activities organized, 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 the rules and procedures outlined in this policy.

4.2 SCHOOL/ CENTRE

The school must inform, by completing the Sir Wilfrid Laurier School Board field trip information form, (see Appendix A) the Secretary General for all overnight co-curricular and extra-curricular activities one month prior to the date of the trip. The appropriate current complementary forms (Appendix B) for insurance coverage and high-risk activities must accompany this request.

In the case of unforeseen events, the Governing Board resolution must be forwarded with the completed school board field trip information form to the Secretary General prior to the date of the trip.

4.3 SCHOOL BOARD

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

In addition, the schools must forward the information on all high-risk activities and on all trips outside of Canada to the Secretary General Department, who will advise the School Board 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. Parent(s)/guardian must sign a field trip permission form authorizing or refusing their child(ren)'s participation in the activity. If the student is of legal age, the student's signature shall be required and alone is sufficient. Parents and students should 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 will be 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.

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 implication on the schedule and the school/centre calendar.

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

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



COMMISSION SCOLAIRE SIR-WILFRID-LAURIER
SIR WILFRID LAURIER SCHOOL BOARD

FIELD TRIP INFORMATION FORM

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

For all overnight field trips, this form must be completed **one month prior to the date of the trip** being held and sent to the Secretary General.

In case of trips **outside of Canada**, the Secretary General will inform the D.G. and send confirmation of approval to the school principal. The Insurance form for Trips Outside of Canada must accompany this form as well.

SCHOOL	
PARTICIPANTS	(i.e. grade levels, student groups, adults involved)
ORGANIZERS	(full name and title)

TRIP NAME & DESTINATION	Title of trip: _____
	Name of destination: _____
	Address of destination: _____

OBJECTIVES (<u>re: curriculum</u>)	
--	--

ITINERARY CONTACT PERSON	Departure time from school: _____
	Arrival time back to school: _____
	Contact person at school: _____
	Contact person on site: _____ (include phone number and email address)

MODE OF TRANSPORTATION	
-------------------------------	--

DURATION DATES	FROM: _____ TO: _____
-----------------------	-----------------------

PREREQUISITES Ratios <u>Passports</u> Required documents, etc. High Risk-to insurer	List the prerequisites: _____ (<u>Epipens</u> , health records and medical information, health insurance numbers, passports)
	<input type="checkbox"/> This is a high-risk activity – form attached
	<input type="checkbox"/> This trip is outside of Canada – form attached
	Number of teachers: _____
	Number of supervisors: _____
	Number of students: _____
	RATIO (<u>supervisors:students</u>): _____ : _____



COMMISSION SCOLAIRE SIR-WILFRID-LAURIER
SIR WILFRID LAURIER SCHOOL BOARD

Lemieux, Ryan & Associés
Policy # / Police no: SC - 1085

**FORM FOR INSURANCE - TRIPS OUTSIDE CANADA /
FORMULAIRE POUR ASSURANCE - VOYAGES HORS CANADA
2017-2018**

The insurance company recommends that the following website be consulted on a regular basis for travel advisories <https://travel.gc.ca/travelling/advisories> / La compagnie d'assurance recommande de consulter régulièrement le lien suivant afin de valider si des avertissements sont émis pour les destinations visées : <http://voyage.gc.ca/voyager/avertissements>

This form must be completed and returned, 2 (two) months prior to the departure date to the attention of Jocelyne Thompson-Ness, Administration Officer, at jthompson@swlauriersb.qc.ca or fax to 450-621-7929. / Ce formulaire doit être rempli et retourné au moins 2 (deux) mois avant la date de l'activité à l'attention de Jocelyne Thompson-Ness, agente d'administration, à jthompson@swlauriersb.qc.ca ou par télécopieur au 450 621-7929.

DESCRIPTION OF INSURED / ASSURÉ: Sir Wilfrid Laurier School Board / Commission scolaire Sir-Wilfrid-Laurier
235, montée Lesage, Rosemère (Québec) J7A 4Y6
Phone/Téléphone : 450 621-5600
Contact Person/Personne à contacter : Stephanie Krenn

DESCRIPTION OF PARTICIPANTS / DESCRIPTION DES PARTICIPANTS :

Name of School / Nom de l'école: _____
Number of guides / Nombre d'accompagnateurs _____
Number of students / Nombre d'élèves participants _____
Average age of students / Âge moyen des élèves _____

DESCRIPTION OF THE TRIP / DESCRIPTION DU VOYAGE :

Departure Date / Date de départ _____ Return date / Date de retour _____

Transport / Mode de transport Bus / Autobus Plane / Avion
 Train Other / Autre: _____

Destination _____

Objectives of the trip / Objectifs du voyage See attached documents / Voir les documents ci-joint

Description of activities scheduled / Description des activités prévues : See attached documents / Voir les documents ci-joint

DESCRIPTION OF SECURITY MEASURES / DESCRIPTION DES MESURES DE SÉCURITÉ:

Do you have the parents' written consent? / *Avez-vous obtenu l'accord écrit des parents?* Yes / Oui
 No / Non

Medical record giving complete information on the participants' health, including particular problems and allergies completed by the parents / *Fiche médicale donnant tous les renseignements sur l'état de santé des participants, des problèmes particuliers et des allergies remplie par les parents :* Yes / Oui
 No / Non

The participating students are provided with and subject to supervisory regulations, which have been explicitly explained / *Les élèves participants sont soumis à des règles d'encadrement qui leur ont été communiquées explicitement :* Yes / Oui
 No / Non

Each participant will have of an appropriate piece of identification and his or her personal health record / *Chaque participant (e) sera en possession d'une pièce d'identification appropriée et de son carnet de santé personnel :* Yes / Oui
 No / Non

All necessary steps have been taken to ensure that each student has purchased a private health-accident insurance that will cover the cost of his or her return to Canada, if necessary / *Le nécessaire a été fait afin que tous les élèves soient obligatoirement munis d'une assurance accident-maladie privée prévoyant les coûts de rapatriement au Canada, si nécessaire :* Yes / Oui
 No / Non

Governing Board Resolution (provide an Extract) / *Résolution du conseil d'établissement (fournir un extrait) :* Yes / Oui
 No / Non

Activity is in respect of the Field Trip Policy: Co-Curricular and Extra-Curricular Programs *parascolaires* (Policy No. 2006-ED-07)/ *L'activité est conform à la politique des sorties éducatives : Programmes périscolaires et parascolaires (Politique n° 2006-ED-07).* Yes / Oui
 No / Non

Where will the participants stay? / *À quel endroit les participants dormiront-ils?* See attached documents / Voir les documents ci-joint
 Hotel / Hôtel
 Hostel / Auberge de jeunesse

Are the guides duly qualified? / *Les accompagnateurs sont-ils dûment qualifiés?* Yes / Oui
 No / Non

What security equipment has been prepared for the activity? / *Quels sont les équipements de sécurité prévus pour l'activité?* First Aid Kit / Trousse de premiers soins
 Cellular Phone / Téléphone cellulaire
 Other / Autre : _____

Authorized Signature / *Signature du responsable*

Date

Principal's signature / *Signature de la direction*

Date