



Policy no. 2006-ED-07:

Field Trip Procedures

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.

The Governing Board is responsible for approving activities and related fees if applicable, which entail changes in the 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 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 The organizing individual must complete the Field Trip Information Form (Appendix A)

2.0 Governing Board Approval

2.1 Administration must authorize and approve the proposed activity by signing the Field Trip Information Form (Appendix A) and then present it to the Governing Board.

2.2 Administration shall ensure that a request for approval be an item on the Governing Board's agenda.

2.3 The approval must be in the minutes of the Governing Board's meeting. The Governing Board also approves the related expenses or fees charged to parents.

2.4 A process may be established by each Governing Board in order to obtain the approval of the majority of its members when the Governing Board cannot convene a meeting.

2.5 The decision must be ratified at the next meeting.

3.0 Insurance Coverage for High-Risk Activities, Overnight Trips and Trips Outside Canada

3.1 Two months prior to the trip, the school must send a copy of the Field Trip Information Form (Appendix A) to the Secretary General for approval.

3.2 The Insurance Coverage Form for Trips Outside Canada (Appendix B) must be sent in attachment as well.

3.3 The Insurance Coverage Form for High-Risk Activities (Appendix C) must be sent in attachment, if applicable. This form also includes a list of activities considered to be high risk.

- 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:
- A description of the activity, including date, grade level(s), place, time, means of transportation, additional rules of conduct and safety, and any particular requirements for the activity;
 - The purpose of the activity – i.e., its connection to the curriculum, sports program, etc.;
 - The total cost per student and any amount covered by other sources;
 - The Field Trip Permission and Release Form (see example under Appendix E) that the parent/adult student must complete;
 - If applicable, a warning that travel outside Canada is subject to cancellation should the Government of Canada issue a travel advisory recommending to avoid all travel to the trip destination.
- 4.4 To authorize a student's participation, a signed Field Trip Permission and Release Form (Appendix E) must be submitted to the school.

5.0 Transportation

- 5.1 When an activity involves transportation, the rules stated in Appendix F (Criteria for Student Transportation) must be respected.
- 5.2 Before the activity takes place, the school/centre must prepare a list of all students participating in the activity. One copy is retained at the school/centre and one copy accompanies the organizer or supervisor of the activity.
- 5.3 If multiple buses are used on the trip, rider lists for each bus must be prepared.
- 5.4 Riders are expected to return on the same bus.
- 5.5 Carpooling is discouraged by the school board. However, such means may be considered as an alternative means for trips involving 9 students or less, and for schools with an enrolment of fewer than 100 students. In such cases, the driver must complete the Carpool Authorization Form (Appendix G).

6.0 Medical Information

- 6.1 Parents/adult students shall complete the school board's Health Form at the beginning of each school year.

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 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.



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

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 the Director General and send confirmation of approval to the school principal.

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 (re.: curriculum)	
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ITINERARY CONTACT PERSON	Departure time from school: _____
	Return time back at school: _____
	Contact person at school: _____
	Contact person on site: _____ _____ (include phone number and email address)

MODE OF TRANSPORTATION	
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DURATION DATES	FROM: _____ TO: _____
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PREREQUISITES	List the prerequisites: _____ (e.g., Epipens, health records and medical information, health insurance card numbers, passports)
	<input type="checkbox"/> This is a high-risk activity (please attach the corresponding form)
	<input type="checkbox"/> This trip is outside Canada (please attached the corresponding form)
	<input type="checkbox"/>
	Number of teachers: _____
Number of supervisors: _____	
Number of students: _____	
RATIO (supervisors/students): _____:_____	



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

<p>LIST OF ACCOMPANYING SUPERVISORS</p> <p>This section may be modified once the form has been submitted.</p> <p>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.</p> <p>All volunteers must have completed a judicial background check form before the trip departure date, and ensured a clean record.</p>	<p>Please provide the full names and titles of adults travelling with the students.</p>	
	NAME	FUNCTION (e.g., teacher, parent, administrator, student supervisor, etc.)
	COST	Transportation: \$ _____ per student Entrance/activity fee: \$ _____ per student Meals: \$ _____ per student If applicable: Excursions: \$ _____ per student Tip money: \$ _____ per student Media (e.g., DVD): \$ _____ per student Other (please specify): _____: \$ _____ per student TOTAL COST PER STUDENT: \$ _____

Principal's signature: _____

Date: _____

Appendix B



Trips Outside Canada

Insured

Name of School Board	Sir Wilfrid Laurier School Board
Policy no.	PBL00286 - Lloyd's/Linx

Description of Participants

Name of school			
Number of participants		Average age of students	
Number of guides			

Description of Trip

Date of departure		Date of return	
Mode of transport			
Destination			
Objectives of the trip			
Description of activities scheduled			

Description of Security Measures

Do you have the parents' written consent?	<input type="checkbox"/> yes <input type="checkbox"/> no
Medical record giving complete information on the participants' health, including particular problems and allergies completed by the parents	<input type="checkbox"/> yes <input type="checkbox"/> no
The participating students are subject to supervisory regulations, which have been explicitly explained to them	<input type="checkbox"/> yes <input type="checkbox"/> no
Each participant will have an appropriate piece of identification and his or her personal health record	<input type="checkbox"/> yes <input type="checkbox"/> no
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	<input type="checkbox"/> yes <input type="checkbox"/> no

Where will the participants stay?	
Are the guides duly qualified?	
What security equipment has been prepared for the activity? (First aid kit, communication equipment, etc.)	

Authorized signature

Date

Principal's signature

Date

Appendix C



Extracurricular activities considered high risk

Insured

Name of School Board	Sir Wilfrid Laurier School Board
Policy no.	PBL00286 - Lloyd's/Linx

Description of Participants

Name of school			
Number of participants		Average age of students	
Number of guides			

Description of Activity

Date of activity	
Description of activity	

Description of Security Measures

Do you have the parents' written consent?	<input type="checkbox"/> yes <input type="checkbox"/> no
Proof of insurance obtained from the service provider involved in the activity?	<input type="checkbox"/> yes <input type="checkbox"/> no

Authorized signature

Date

Principal's signature

Date

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 **completely devoted to the benefits of our students**.
- **As the principal is responsible for overseeing all field trips,** he/she 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.

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

Extracurricular Activity or Field Trip: _____

Date of event: _____

Complete name of driver (please print): _____

Title of driver:

- Parent volunteer
 Community volunteer
 School Staff

Mobile telephone no.: _____

I, the undersigned, _____ certify that I hold a valid driver's licence, bearing the proper class and endorsement, and that I will use my personal vehicle, which is in good working order, for the transportation of students for the above-mentioned activity.

I understand that I must obey the Québec Highway Safety Code and declare not having been convicted of a driving offence by a court of law¹ in the past two (2) years, nor any offence prohibiting me from associating with children.

I attest to the facts that

1. I have a valid class 5 driver's licence (non-probationary), a registration certificate and the required insurance;
2. I have less than 4 demerit points and have not had a licence suspension in the last 2 years;
3. I am capable of driving, am fit and well, and in full possession of my faculties;

I have read the *Field Trip Policy and the Field Trip Procedures* and I am in compliance with them.

Signature: _____ Date: _____

This form must be completed for all types of trips or activities off school premises where carpooling is a means of transportation.

1. These offences do not include parking or other stationary fines and penalties, where a licence has not been suspended or revoked. For greater detail, you may contact the Société de l'assurance automobile du Québec by phone at 514 873-7620 or by email at www.saaq.gouv.qc.ca.