

Adopted: 1998-09-01

Revised: 1999-07-06, 2002-06-04, 2021-07-06

**POLICY IJOA**

**FIELD TRIPS**

The New Frontiers School Board (NFSB) recognizes that field trips are an important dimension of the education and socialization of our students and should be an authentic connection between classroom and the outside environment. The NFSB endorses the programming of such educational activities provided they promote:

- Academic growth;
- Social or personal growth;
- Participation in athletic or health related activities;
- An increase in students’ cultural awareness;
- The student’s awareness of their place in the world.

*Note: Where the application of this policy pertains to the adult or vocational education sector, the word “principal” shall be substituted for “centre director”, the word “school” shall be substituted for “centre”, and the title “Director of Educational Services” shall be substituted with “Director of Continuing Education”.*

**DEFINITION & SCOPE**

Within this policy, a field trip is defined as “educational activities, proposed by the principal, which entail changes in the students’ regular time of arrival and departure, or which require the students to leave school premises” (EA 87).

This policy applies to all activities which meet the definition of a field trip as defined in Article 87 of the Education Act within the youth, adult, vocational, and daycare sectors.

**ROLES & RESPONSIBILITIES**

<b>The Principal</b>	<ol style="list-style-type: none"> <li>1. At the beginning of the year, informs the staff and governing board about the contents of this policy and related procedures.</li> <li>2. Proposes a field trip to the school’s governing board.</li> <li>3. Ensures that the contents of this policy and related procedures are followed.</li> <li>4. Completes all required paperwork and informs the Director of Educational Services of all extended and major field trips at least two months prior to their occurrence.</li> <li>5. Ensures that proposed field trips reinforce student learning and/or promote social and personal growth.</li> <li>6. Ensures that OG IJOA – Annex 1 has been fully completed and has received governing board approval.</li> <li>7. Ensures that written consent, which meets the requirements outlined in OG IJOA, is obtained for every student participating in the trip.</li> <li>8. Ensures the trip complies with the criteria and information set out in this Policy and OG IJOA.</li> <li>9. Keeps a register at the school with all the signed permission forms, OG IJOA – Annex 1, and supporting information.</li> <li>10. Designates an NFSB employee to be responsible for the duration of the field trip.</li> <li>11. Ensures that the trip does not infringe on the rights of any group protected under Article 10 of the Quebec Charter of Rights and Freedoms.</li> <li>12. Ensures that students and parents are prepared for field trips by being provided with a clear understanding of the expectations of the trip such as learning outcomes, safety measures, behaviour, cooperation, etc.</li> <li>13. Weighs the potential educational benefits of the activity against any foreseeable risk to participants and ensures that the safety and security of students be assured throughout planning, management, and supervision.</li> <li>14. Ensures that the fees charged to parents comply with the Education Act and applicable laws.</li> <li>15. Ensures that the trip is compliant with the Basic School Regulation.</li> <li>16. Ensures that the prescribed adult-to-student ratios are followed.</li> <li>17. Consults the School Council on “the general organization of student activities” (Local, 4-2.08 b).</li> <li>18. Provides notice to parents at least one week in advance.</li> </ol>
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<p style="text-align: center;"><b>The Governing Board</b></p>	<ol style="list-style-type: none"> <li>1. Is “responsible for approving the programming of educational activities, proposed by the principal, which entail changes in the students’ regular time of arrival and departure or which require the students to leave school premises” (EA 87).</li> <li>2. Approves the fees of the trip, which must be less than or equal to the per child expenses incurred by the school. The source of funding and method of transportation for the activity shall be made known to parents.</li> <li>3. Ensures, prior to approval, that the proposed field trip meets the supervision requirements outlined below. The approval must be recorded in the governing board minutes.</li> <li>4. May provide a general approval, 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 parents/guardians. Depending on the type of activity, the governing board will determine whether permission is required only once, or more often, as needed. These activities are still subject to this Policy and OG IJOA: <ol style="list-style-type: none"> <li>a. Activities taking place in parks and playgrounds adjacent to school property;</li> <li>b. Trips between two campuses, requiring vehicle transportation, of the same school;</li> <li>c. Work study, community service, and career explorations;</li> <li>d. Tournaments, including but not limited to debating, public speaking, sporting events;</li> <li>e. Athletic association events;</li> <li>f. School board-sponsored activities such as career days or leadership activities;</li> <li>g. Activities required by the curriculum, such as life-skills outings.</li> </ol> </li> </ol>
<p style="text-align: center;"><b>The School Board</b></p>	<ol style="list-style-type: none"> <li>1. The Director of Educational Services shall keep a copy of <i>OG IJOA – Annex 1</i> for all trips taking place outside of Canada.</li> <li>2. The Director of Educational Services shall inform the Director General of all trips taking place outside of Canada.</li> <li>3. The school board shall keep the principals informed as to the most current Ministry regulations on services and activities for which the right to free education do not apply (EA 457.2.1).</li> <li>4. The Director of Finance shall ensure that school principals are kept informed of the current insurance requirements for field trips.</li> </ol>
<p style="text-align: center;"><b>Students &amp; Parents Guardians</b></p>	<ol style="list-style-type: none"> <li>1. Rules on field trips are the same as for students within the school. 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. Therefore, parents/guardians are responsible for the return transportation of a student to their home if the school rules are broken.</li> <li>2. A student's parent/guardian, or a student of legal age, shall be notified prior to any activity being held and the parent/guardian must sign a permission form authorizing or refusing their child’s participation in the activity. The student’s signature is sufficient for students of legal age.</li> <li>3. Parents/Guardians are responsible to provide to the school all relevant information pertaining to their child’s medical and physical condition. Parents shall complete the <i>Emergency Health Record</i> form at the beginning of each school year. Parents are responsible for submitting a revised form should there be any changes in the medical information provided.</li> </ol>

## SUPERVISION

Following are the minimum adult-to-student ratios for field trips. When accompanying students with special needs, these ratios should be reviewed and reduced accordingly. At least one male and one female supervisor must accompany mixed groups on extended and major trips. At least one school board employee must be present on all field trips.

Sector	Adult-to-Student Ratio	Qualifying Information
Pre-school	1:5	Pre-school and cycle 1 (grades 1 & 2) – All field trips
Elementary	1:5	Cycle I (grades 1 & 2) – All field trips
	1:8	Cycle II & III (grades 3-6) – All field trips
Secondary	1:15	Extended and Major Field Trips
	1:20	Day Field Trip
Adult & Vocational Centres	1:15	Extended and Major Field Trips
	1:20	Day Field Trip

Note: The ratios for adult and vocational centres apply to students less than 18 years of age.

## TYPES OF FIELD TRIPS

There are three categories of field trips that may be proposed to the school's governing board for approval:

<b>Day</b>	<ol style="list-style-type: none"> <li>1. Involves one or more groups of students and occurs during the calendar of school days.</li> <li>2. Return to school or home occurs on the same day.</li> <li>3. Costs should be minimal and normally include teacher substitution, transportation, admission, and meals.</li> <li>4. Costs may be subsidized by the school's budget and/or fundraising activities.</li> </ol>
<b>Extended</b>	<ol style="list-style-type: none"> <li>1. Involves one or more classes and occurs during or outside of the calendar of school days.</li> <li>2. Departure is usually from the school or a local departure point to a venue outside of the local region.</li> <li>3. Return to school or home occurs one or more days after the day of departure.</li> <li>4. Costs should be reasonable and normally include teacher substitution, transportation, lodging, admission, and meals.</li> <li>5. Costs may be subsidized by the school's budget and/or fundraising activities.</li> </ol>
<b>Major</b>	<ol style="list-style-type: none"> <li>1. Involves limited participation from multiple groups and is typically a larger trip and of a longer duration (ex: international travel).</li> <li>2. Efforts should be made by the organizers to minimize the disruption to the school calendar.</li> <li>3. Costs are typically high for this type of field trip and therefore may preclude whole class participation.</li> <li>4. Given the concentration of benefits to a limited number of students, costs for major field trips may only be subsidized by fundraising activities conducted by the participants and/or their families and may not be subsidized by the school. Costs normally include teacher substitution, transportation, lodging, admission, and meals.</li> <li>5. Advanced planning of major field trips is encouraged with yearly or semi-annual publication of upcoming trips so that students and parents can have time to finance their contribution and select the number of field trips they prefer to attend and can support financially.</li> </ol>

Note: For trips scheduled outside of Canada, the country visited must not be the object of a warning such as: "avoid non-essential travel" or "avoid all travel" as indicated on the Foreign Affairs, Trade, and Development Canada website, [www.voyage.gc.ca](http://www.voyage.gc.ca).

## LIABILITY / INSURANCE

As the NFSB is the organizer of the field trips, it is imperative that appropriate measures be taken to ensure the safety and security of participants.

The NFSB's general insurance coverage for field trips does not automatically cover all types of field trips. Any field trip that a reasonable person (according to the *Civil Code of Quebec*) would consider high risk will require review from the Director of Finance to confirm that appropriate steps have been taken by the principal to ensure adequate coverage for the participants. Additional information can be found in OG IJOA and on the NFSB Employee SharePoint site.

Under no circumstances, may a school or its representative sign a waiver of liability to a supplier.

## OTHER

1. For all field trips, the fees charged to parents must conform with the *Education Act* and any directives from the Ministry of Education.
2. The NFSB reserves its right to rescind the approval of a field trip if it does not reflect the principles or criteria contained in this or any other policy of the School Board.
3. Related supporting documents for this Policy are found in *Organizational Guide IJOA*.
4. Other reference documents include:
  - a. *The Education Act*;
  - b. *The Basic School Regulation*;
  - c. Regulation respecting free instructional material and certain financial contributions that may be required;
  - d. Local Agreement between the Chateauguay Valley Teachers' Association and the New Frontiers – 2010-2015;
  - e. *Quebec Charter for Rights and Freedoms*.

End.