

POLICY NAME	FIELD TRIPS (IJOA)
Original approval date	1998-09-01
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Next review date	2031-2032
Related documents	Policy IJOC “Volunteers” OG IJOA Field Trips & Extracurricular Activities

1. PURPOSE & SCOPE

- 1.1. The New Frontiers School Board (NFSB) recognizes that Field Trips are an important component of students' education and social development, providing an authentic connection between classroom learning and the broader community. The NFSB supports the integration of such educational activities when they promote:
- Academic growth;
 - Social and personal development;
 - Engagement in athletic or health-related activities;
 - Increased cultural awareness;
 - Deeper understanding of a student's place in the world.
- 1.2. This policy applies to all Field Trip activities within the youth, adult, vocational, and daycare sectors.

2. DEFINITIONS

Field Trip	Educational activity proposed by the principal/centre director, which entails changes in the students' regular time of arrival and departure, or which require students to leave the school/centre premises.
Day Field Trip	• Involves one or more student groups and takes place within the regular school/centre calendar. • Return to school/centre or students' homes occurs on the same day. • Costs should remain reasonable and generally include staff member substitution, transportation, admission, and meals. • Costs may be subsidized through the school/centre budget and/or through fundraising activities.
Extended Field Trip	• Involves one or more student groups and may take place either during or outside the regular school/centre calendar. • Departure typically occurs from the school/centre or a designated local meeting point, with travel to a destination outside of the local region. • Return to school/centre or student's homes takes place one or more days after the initial departure. • Costs should remain reasonable and generally include staff member substitution, transportation, lodging, admission, and meals. • Costs may be subsidized through the school/centre budget and/or through fundraising activities.
Major Field Trip	• Involves limited participation from multiple student groups and typically constitute larger-scale Field Trips of longer extended duration (ex: international travel). • Organizers must make every effort to minimize disruptions to the school/centre calendar. • These Field Trips often involve significant costs, which may limit full class or group participation. • Because the benefits are concentrated among a smaller number of students, the costs of Major Field Trips may only be subsidized through fundraising efforts undertaken by the participating students or paid by students' parents/guardians and in the case of adult and vocational sectors, the adult students. Costs should remain reasonable and generally include staff member substitution, transportation, lodging, admission, and meals. • Advanced planning of Major Field Trips is encouraged, including annual or semi-annual publication of proposed trips, to allow students and parents/guardians, or adult students can have adequate time to plan financially and determine which trips they can commit to and support.

Note: For Field 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 Canada government website, [Travel advice and advisories - Travel.gc.ca](https://travel.gc.ca)

3. POLICY CONTENT

3.1. ROLES & RESPONSIBILITIES

The principal or centre director will	• At the beginning of the school year, inform the staff and governing board about the contents of this Policy and its related organizational guides and procedures. • Propose Field Trips to the school/centre governing board for approval. • Ensure full compliance with this Policy and all related organizational guides and procedures. • Complete all required documentation and inform the Director of Educational Services (DES)/Director of Continuing Education (DCE) of all extended and major Field Trips at least two months in advance. • Ensure that proposed Field Trips reinforce student learning and/or promote social and personal growth. • Verify that the <u>OG IJOA-Annex 1 Field Trips Request</u> Form has been fully completed and has received governing board approval. • Ensure that written consent, in accordance with OG IJOA requirements, is obtained for each participating student. • Confirm that the Field Trip complies with the criteria and information outlined in this Policy and in OG IJOA. • Maintain a school/centre-based register containing all signed permission forms, OG IJOA-Annex 1 forms, and all supporting information. • Designate an NFSB employee to be responsible for the supervision and management of the Field Trip. • Ensure that the Field Trip does not infringe upon the rights of any protected group under section 10 of the <u>Quebec Charter of Rights and Freedoms</u>. • Ensure that the students, parents and adult students are properly prepared for Field Trips by providing clear expectations regarding learning outcomes, safety measures, behavior, cooperation, and other relevant considerations. • Assess the educational value of the activity in relation to foreseeable risks and ensure student safety throughout planning, management and supervision. • Ensure that the fees charged to the parents/adult students comply with the Education Act and applicable laws. • Ensure that Field Trips are compliant with the <u>Basic School Regulation for Preschool, Elementary, and Secondary Education</u> (BSR). <i>Note: While the BSR includes youth-sector Field Trip requirements, no such requirements exist in the Adult General Education or Basic Vocational Training regulations.</i> • Ensure that the prescribed adult-to-student ratios are respected. • Consult the school/centre Council on “the general organization of student activities” (Local, 4-2.08b). • Provide parents/adult students with at least one week’s notice. • Ensure that all volunteers participating in field trips are approved, supervised, and in full compliance with Policy IJOA “Volunteers”.
The governing board will	• In accordance with the Education Act, be responsible for approving the programming of educational activities, proposed by the principal/centre director, which entail changes in the students’ regular time of arrival and departure, or which require the students to leave the school/centre premises. • Approve the fees associated with the Field Trip, ensuring they do not exceed the per-student or per-adult-student costs incurred by the school/centre, and ensure that parents/adult students are informed of the funding sources and the method of transportation. • Verify, prior to approval, that the proposed Field Trip meets all required supervision standards, and ensure that the approval is recorded in the governing board minutes. • May provide a general approval for certain recurring activities and their associated fees, where applicable. Prior to the date of each activity, the principal/centre director must inform the governing board at a regular meeting. • These activities still require parental/guardian permission. Depending on the nature of the activity, the governing board will determine whether a single annual permission is sufficient or whether additional permissions are required throughout the year. Cont’d...

Governing board cont'd	- The activities listed below remain entirely governed by this Policy and OG IJOA: - 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 exploration; - Tournaments, including but not limited to debating, public speaking, sporting events; - Athletic association events; - NFSB sponsored activities such as career days or leadership activities; - Activities required by curriculum, such as life-skills outings.
NFSB will	- Ensure that the DES/DCE retains a copy of the OG IJOA-Annex 1 for all Field Trips taking place outside of Canada. - Ensure that the DES/DCE informs the Director General (DG) of all Field Trips occurring outside of Canada. - In accordance with the Education Act, ensure that principals/centre directors are kept informed of the most current Ministry of Education of Quebec (MEQ) regulations regarding services and activities for which the right to free education do not apply. - Ensure that the Director of Finance keeps principals/centre directors informed of current insurance requirements for Field Trips.
Students and/or parents/guardians will	- Understand that all school/centre rules apply during Field Trips. Students who violate school/centre conduct rules, while on Field Trips, are subject to the same disciplinary measures that would apply on school/centre property. When a student aged 18 or under violates the school/centre rules, the parent or guardian is responsible for ensuring the student's transportation home. Adult students are responsible for arranging their own transportation home under the same circumstances. - Be notified prior to any Field Trip and must sign a permission form authorizing or refusing the student's participation. For adult students, the adult student's own signature is sufficient. - Provide the school/centre with all relevant information regarding the student's medical and physical condition. Parents/guardians and adult students must complete the Emergency Health Record form at the beginning of each school year and submit an updated form whenever changes occur in the medical information provided

3.2. SUPERVISION

3.2.1. The following represents the minimum adult-to-student ratios required for Field Trips. When supervising students with special needs, these ratios must be reviewed and adjusted as necessary to ensure adequate support and safety. At least one male and one female supervisor must accompany mixed groups on Extended and Major Field Trips. Additionally, at least one NFSB employee must be present on all Field Trips.

Sector	Adult-to-Student Ratio	Qualifying Information
Pre-school	1:5	Preschool
Elementary Education	1:5	Cycle I (Grades 1 and 2)-All Field Trips
	1:8	Cycles II and III (Grades 3 to 6)-All Field Trips
Secondary Education	1:15	Extended and Major Field Trips
	1:20	Day Field Trips
Adult & Vocational Centres	1:15	Extended and Major Field Trips
	1:20	Day Field Trips

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

3.3. LIABILITY AND INSURANCE

3.3.1. As the NFSB is the organizer of Field Trips, it is imperative that appropriate measures are taken to ensure the safety and security of participants.

3.3.2. The NFSB's general insurance coverage does not automatically extend to all types of Field Trips. Any activity that a reasonable person, as defined under the Civil Code of Quebec, may consider high risk will must be reviewed by the Director of Finance to verify that the principal/centre director has taken all necessary steps to ensure adequate insurance coverage for the participants. Additional guidance is available in OG IJOA and on the NFSB Employee SharePoint site.

3.3.3. Under no circumstances may a school/centre or its representatives sign a waiver of liability by a supplier.

3.4. OTHER

- 3.4.1. For all Field Trips, any fees charged to the parents, guardians, students or adult students must comply with the Education Act *and* with all directives issued by the MEQ.
- 3.4.2. The NFSB reserves its right to rescind approval of any Field Trips that does not align with the principles or criteria contained in this Policy or any other applicable NFSB policy.

4 AUTHORITY

This Policy and its organizational guide(s) are administered under the authority of the Director of Educational Services and Director of Continuing Education.

5. REVIEW

The Director of Educational Services and Director of Continuing Education will review this policy at least once every five (5) years.

End.