EXTRA-CURRICULAR ACTIVITIES
AND FIELD TRIP POLICY

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# Extra-Curricular Activities and Field Trip Policy

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1. **Introduction**

The School Board recognizes that effective learning experiences often result from first hand observation of, and participation in, events or activities that take place off school/centre premises.

Extra-curricular activities and field trips shall be linked to the education received by the students and take into consideration the school/centre success plan. 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 field trips should enhance the provision of aesthetic, cultural, intellectual, spiritual, athletic and social experiences.

2. **Objective**

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

3. **Legal Context**

3.1 This policy applies to all extra-curricular activities and field trips which take place at any time throughout the calendar year, under the direction of the school/centre, off school/centre premises, including those associated with a school’s daycare.

3.2 In accordance with the Education Act (section 87), the Governing Board is responsible for approving extra-curricular activities and field trips as proposed by the administrator. Only activities which are covered by the School Tax Management Committee of the Island of Montreal’s self-insurance policy may be approved (Addendum B).
3.3 Governing Board may provide a blanket approval for each academic year, for the following activities. These activities still require permission:

- Activities taking place in parks and playgrounds adjacent to school/centre property
- Trips between two campuses of the same school/centre
- Work study, community service and career explorations
- Tournaments, including debating, public speaking and sporting events
- Greater Montreal Athletic Association (GMAA) events
- Board-sponsored activities such as career days or leadership activities
- Activities organized by the resource department, such as lifeskills 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.

3.4 The school/centre has a responsibility to inform adult students and parents of minor students of the activity and provide all relevant information (refer to section 6).

4. General Rules

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

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

4.3 The source of funding and method of transportation for the activity shall be made known and the cost shall be reasonable.

4.4 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.

4.5 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.
Extra-Curricular Activities and Field Trip Policy

4.6 No student shall be penalized academically for not participating in an extra-curricular activity or field trip.

5. **Organization of the Activity**

5.1 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.

5.2 The administrator shall ensure that a request for approval be an item on the Governing Board's agenda. The approval must be in the minutes of the Governing Board’s meeting. However, 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. The decision must be ratified at the next meeting.

5.3 Approval must be given by Administration and the Governing Board before the Permission and Release Form (Addendum E) is sent home and the activity takes place. As a minimum, the following information shall be provided to the Governing Board when approval is requested: educational objective, date and time, destination, grade level or class, cost to parents/adult students, supervision ratio, method of transportation, additional rules of conduct and safety and security considerations, as applicable.

5.4 The Extra-Curricular Activities and Field Trips Cover Page (Addendum C) must be completed, signed by the administrator and retained by the school for all day trips. Addendum C must be sent by the administrator to the Sector Director for all water activities and/or overnight trips. Following approval, the Sector Director will send the form back to the school/centre.

5.5 A complete list of students participating in the activity will have been prepared at the school/centre level prior to the activity taking place, with one copy retained at the school/centre and one copy accompanying the organizer or supervisor of the activity. If multiple buses are used on the trip, rider lists for each bus must be prepared. This list is excluded as information to be provided to the Governing Board.

5.6 When busing is used, riders are expected to return on the same bus.
5.7 For trips outside Canada, the insurance procedure referred to in section 9 must be followed.

5.8 Authorization for trips outside Canada will be cancelled if the Federal Government issues a travel advisory recommending that the country be avoided.

6. Parent/Adult Student Information

6.1 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. In order for a student to participate, a signed Permission and Release Form (Addendum E) must be submitted to the school.

6.2 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

- A list of the forms enclosed that the parent/adult student is required to complete such as the Permission and Release Form (Addendum E) and the Emergency Medical Treatment Form (Addendum D)

- If applicable, a warning that travel outside Canada is subject to cancellation should the Government of Canada issue a travel advisory recommending the country be avoided.

6.3 The school/centre will determine the eligibility criteria for participation and the final decision rests with the administrator.

7. Medical Information

7.1 Parents/adult students shall complete the Emergency Medical Treatment Form (Addendum D) at the beginning of each school year. Parents/adult students are responsible for submitting a revised form should there be any changes in the medical information provided.
7.2 Original forms remain at the school. A clear copy is provided by the school/centre and shall accompany the field trip/activity supervisor.

8. **Safety and Security**

8.1 Details about the safety and security of the location to be visited shall be known to the trip leader and to the accompanying adults.

8.2 Where carpooling is used, a Carpool Authorization Form (Addendum F) will be completed for each driver prior to the activity taking place. A copy will be retained at the school/centre.

8.3 In order to be considered as a driver for carpooling, candidates must adhere to the Criteria for Student Transportation (Addendum I).

9. **Insurance**

The administrator shall verify if the activity is covered by the school board insurer and not prohibited as per Addendum B. In the case of a trip outside Canada, the following procedure must be respected.

9.1 Prior to the organization of the trip, verification of Canada’s travel advisory status must have been made on the website of Foreign Affairs and International Trade Canada at the following address: [www.voyage.qc.ca](http://www.voyage.qc.ca).

The country or part of the country visited must not be the object of a warning of the following type:

- “avoid non essential travel”
- “avoid all travel”.

9.2 The completed form entitled “Synopsis of a Trip Outside Canada” (Addendum G), including a printed copy of the web page mentioned above, must be approved by the administrator and subsequently by the Sector Director. This form must be received by the School Tax Management Committee of the Island of Montreal at least 60 days before the departure. Upon approval, the Sector Director will then forward it to the Board’s Legal Department.

9.3 The web page confirming the status of the country must be printed 24 hours before the departure and must be kept with the documentation regarding the trip. The insurance is in force if the above-mentioned warnings do not appear.
9.4 Trip organizers must recommend that parents/adult students purchase trip cancellation insurance as well as additional medical insurance for trips outside the country.

10. Supervision

The organizers of these activities shall provide appropriate supervision to ensure the safety and well-being of the students participating. 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.

11. Accident Reports

If an accident occurs, the Risk Management Plan Accident Report must be completed and personal notes taken indicating all the circumstances of the accident. The administrator then submits the report to the school board. In case of a bus accident, the procedures outlined in Addendum H must also be followed.

12. Deposits

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, is not responsible for any lost deposit.

13. Transportation

When student transportation is involved in an activity, the rules stated in Addendum I must be respected.

14. Modification

To the exception of Addendum A (definitions), none of the addendums are an integral part of the present policy. They are added to the present policy for information purposes only and are subject to modifications without consultation.
ADDENDUM A

Definitions

Extra-curricular Activities: are defined as school-sponsored events or activities that provide opportunities for students to develop and expand their interests, talents and service to the school and community and to participate actively in school life. These range from interscholastic sports to clubs, music and theatre.

Field Trips: are defined as school-sponsored, first-hand, educational experiences for students taking place off the school premises that supplement class activities.

Administrator/Administration: The administrator is the principal of a school or the centre director of an adult or vocational centre.
ADDENDUM B

Prohibited Activities

Excerpt from the Risk Management Plan of the School Tax Management Committee of the Island of Montreal

For insurance purposes certain high-risk activities have been excluded from this coverage and are consequently prohibited in all school boards on the Island of Montreal.

PROHIBITED:

a) motorized vehicles (with the exception of licensed authorized transportation)
b) all types of boats used on swift water (white water rafting); all types of boats equipped with a motor of more than 5HP or the equivalent, except when driven by a person having a boating driver license
c) all types of off-road vehicles (go-karts, all-terrain vehicles, snowmobiles, motocross) driven by a student or where students are passengers, unless in a trailer used for the transportation of persons. This exception does not apply if the activity is in relation to the learning of a mechanical trade
d) all types of aircraft (with the exception of commercial planes); all types of parasails, parachutes, delta-planes, gliders, hang gliders, hot air balloons
e) mountain climbing and outdoor rock climbing
f) bungee jumping
g) war games
h) trampolines (with the exception of super-mini-trampolines used for gymnastics)
i) scuba diving (except in pools) and deep water diving
j) boxing, kickboxing, extreme combat and martial arts necessitating any kind of weapon
k) any jump, acrobatic, vault, or rodeo ride on animals or mechanical imitations of animals
l) any jump, acrobatic, or vault carried out with sliding or rolling equipment except in areas specifically designed for the practice of skate-boarding or roller skating and on structures no more than 1 metre high
m) any activity qualified as an extreme sport.

Some activities may pose greater risks and, while not prohibited, may require additional supervision. Examples are:

1. bike tours, hiking
2. cross-country skiing, alpine skiing, snowshoeing, snowboarding
3. tobogganing, tubing
4. obstacle courses
5. orienteering
6. outdoor survival exercises
7. camping
8. horseback riding
9. non-motorized boating, boats fully equipped according to safety standards, motorized boating, boats equipped with a motor of 5HP or less
10. swimming (pool or elsewhere)
11. hockey, lacrosse, ringette, interior hockey, cosom-hockey
12. football
13. soccer
14. fencing
15. martial arts without weapons
16. wrestling
17. weightlifting
18. zip-lining.
**ADDENDUM C**  
**Extra-Curricular Activities and Field Trip Cover Page**

<table>
<thead>
<tr>
<th>SCHOOL:</th>
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</table>

<table>
<thead>
<tr>
<th>EDUCATIONAL OBJECTIVE:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>THEME OF ACTIVITY:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>DESTINATION:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>DATE(s): ___________________________</th>
<th>TIME PERIOD: ______________________</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>METHOD OF TRANSPORTATION:</th>
<th>GRADE LEVEL:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>SUPERVISION:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>ADULTS</th>
<th>STUDENTS</th>
<th>ADULT/STUDENT RATIO</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>PERSON(S) RESPONSIBLE:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<tr>
<td></td>
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<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>OTHER ADULTS:</th>
</tr>
</thead>
</table>

|                         |
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|                         |

<table>
<thead>
<tr>
<th>EXPENSES:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>COST PER STUDENT</th>
<th>ANTICIPATED TOTAL COST</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>INFORMATION INCLUDED WITH THIS APPLICATION:</th>
</tr>
</thead>
</table>

(PLEASE CHECK BELOW)

- ☐ PROGRAM OF ACTIVITIES
- ☐ INFORMATION LETTER TO PARENTS
- ☐ BUDGET
- ☐ ADDITIONAL RULES OF CONDUCT & SAFETY (IF APPLICABLE)
- ☐ PARTICIPANTS
- ☐ NAME/ASSOCIATION OF QUALIFIED LIFEGUARDS (SWIMMING)
- ☐ SYNOPSIS OF A TRIP OUTSIDE CANADA FORM (IF APPLICABLE)
- ☐ PERMISSION & RELEASE FORM (CONFIDENTIAL)
- ☐ EMERGENCY MEDICAL TREATMENT FORM (CONFIDENTIAL)

<table>
<thead>
<tr>
<th>PROGRAM APPROVED BY GOVERNING BOARD:</th>
<th>DATE:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>SIGNATURE OF ADMINISTRATOR:</th>
<th>DATE:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>SIGNATURE OF SECTOR DIRECTOR (IF APPLICABLE):</th>
<th>DATE:</th>
</tr>
</thead>
</table>

*This form must be completed and kept at the school for day trips. For water activities and overnight trips, the form is to be sent to the Sector Director as per section 6.*
## ADDENDUM D

### Emergency Medical Treatment Form

<table>
<thead>
<tr>
<th>SCHOOL:</th>
</tr>
</thead>
<tbody>
<tr>
<td>GRADE LEVEL:</td>
</tr>
<tr>
<td>------------------------------</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>STUDENT’S NAME:</th>
<th>STUDENT’S QUÉBEC HEALTH INSURANCE NO.:</th>
<th>EXPIRY DATE:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>MEDICAL ALERTS, ALLERGIES, ETC. (SPECIFY TYPE):</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>IF MEDICATION HAS BEEN PRESCRIBED, PLEASE SPECIFY TYPE:</th>
</tr>
</thead>
</table>

- If the student is using prescribed medication for asthma and/or allergies, he/she must carry this medication on his/her person at all times. Failure to do so will result in the student being disallowed from participating in this event.
- You are responsible for submitting a revised form if there are any changes in the medical information you are providing.

### NAME OF FAMILY PHYSICIAN (IF AVAILABLE):

### EMERGENCY MEDICAL TREATMENT

The undersigned hereby agrees that, in the event that I or my spouse or parent/tutor/guardian cannot be contacted within a reasonable period of time, the person in charge be appointed to authorize the admission to hospital, if deemed necessary by a medical doctor, and emergency medical treatment recommended by a medical doctor be given to the above named student while participating in this activity, trip and related events.

### NAME OF ADULT STUDENT, PARENT, TUTOR OR LEGAL GUARDIAN(s) (PLEASE PRINT):

### HOME ADDRESS: ____________________________________________________________

<table>
<thead>
<tr>
<th>HOME TELEPHONE #: ______________________</th>
<th>ALTERNATE TELEPHONE #: __________________ ___________ Neighbour or Relative</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>BUSINESS TELEPHONE #: __________________________</th>
<th>Father</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>CELL #: __________________________</th>
<th>Father</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>GUARDIAN: Home # __________________________</th>
<th>Cell #: __________________________</th>
</tr>
</thead>
</table>

________________________ Signature and Relationship          __________________________ Date

*This form must be completed for all types of trips or activities off school premises*
## ADDENDUM E
### Permission and Release Form

**SCHOOL:**

**EDUCATIONAL OBJECTIVE:**

**THEME OF EVENT:**

**DESTINATION:**

**DATE:**

**FROM:**

**TO:**

**METHOD OF TRANSPORTATION:**

<table>
<thead>
<tr>
<th>SUPERVISION</th>
<th>COST:</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADULTS</td>
<td>STUDENTS</td>
</tr>
</tbody>
</table>

| PERSON(S) IN CHARGE: | AND | OTHER ADULTS: |

**PERMISSION & RELEASE**

**NAME OF STUDENT:** ____________________________

**GRADE LEVEL:** __________

1. The undersigned declares that the above named student is a minor in their legal charge.
2. The undersigned acknowledges full awareness of the risks involved in this trip, and accepts the arrangements for supervision as noted above; consequently, the undersigned hereby grants permission for the above named student to participate in this activity.
3. If necessary, the undersigned authorizes the student to be carpooled.

**NAME OF ADULT STUDENT, PARENT, TUTOR OR LEGAL GUARDIAN (PLEASE PRINT):** ____________________________

_________________________  ____________________________
Signature and Relationship  Date

*This form must be completed for all types of trips or activities off school premises*
ADDENDUM F
Carpool Authorization Form

Extra-curricular activity or field trip: ______________________________

Date of event: ____________________________

Complete name of driver (please print): ____________________________

Telephone: ____________________________

I, the undersigned, ______________________________________ certify that I hold a valid driver's license, bearing the proper class or 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 Quebec Highway Safety Code and declare not having been convicted of a driving offence by a court of law (1) 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 license (non-probationary), a registration certificate and the required insurance
2. I have less than 4 demerit points and have not had a license 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 “Addendum I” of the Extra-Curricular Activities and Field Trip Policy and I am in compliance with it.

Signature: ____________________________ Date: ____________________________

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

(1) These offences do not include parking or other stationary fines and penalties, where a license has not been suspended or revoked. For greater detail, you may contact the Société D’Assurance Automobile du Québec by phone at (514)873-7620, or by email at www.saaq.gouv.qc.ca
# ADDENDUM G

**Synopsis of a Trip Outside Canada**

<table>
<thead>
<tr>
<th>Name of the school board:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Establishments’s name:</td>
<td></td>
</tr>
<tr>
<td>Number of students:</td>
<td>School level:</td>
</tr>
<tr>
<td>Age of the students:</td>
<td></td>
</tr>
<tr>
<td>Number of guides:</td>
<td>Number of employees:</td>
</tr>
<tr>
<td>Number of employees:</td>
<td>Number of volunteers:</td>
</tr>
<tr>
<td>Starting date:</td>
<td>Ending date:</td>
</tr>
<tr>
<td>Means of transportation:</td>
<td>Other:_________</td>
</tr>
<tr>
<td>Bus</td>
<td>Train</td>
</tr>
<tr>
<td>Destination (country, city or country area):</td>
<td></td>
</tr>
<tr>
<td>Route (place, site, activity):</td>
<td></td>
</tr>
<tr>
<td>Transportation between the sites:</td>
<td></td>
</tr>
<tr>
<td>Car</td>
<td>Train</td>
</tr>
<tr>
<td>Bus</td>
<td>Plane</td>
</tr>
<tr>
<td>Type of lodging:</td>
<td></td>
</tr>
<tr>
<td>Date of verification of the warning <a href="http://www.voyage.gc.ca">www.voyage.gc.ca</a> (attach copy):</td>
<td></td>
</tr>
</tbody>
</table>

**N.B.** This form must be submitted to the Comité de gestion de la taxe scolaire de l’Île de Montréal at least 60 days before the starting date.
ADDENDUM H

Procedures in the Event of a Bus Accident

1. When the report of the bus accident comes in, the administrator will notify the Sector Director.

2. The administrator (or delegate) will use the rider list(s) to notify parents or emergency contacts. If the location or condition of students is known, that information will be conveyed to the parents or emergency contacts.

3. The administrator (or delegate) will remain at the school while a Board representative, the administrator (or delegate) 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.

4. The procedure for responding to traumatic events will be initiated if necessary. Refer to the school Emergency Preparedness Plan.
ADDENDUM I

Criteria for Student Transportation

Transportation of 10 people or more, including the driver, must be:

1. By school bus or minibus complying with sections 7-36 of the Regulation Respecting Road Vehicles used for the transportation of school children. 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 license issued by the Commission des transports du Quebec (coach bus);

3. By more than one car used exclusively for student transportation according to contracts signed with the 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.

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:

1. The vehicle used must be able to hold at least 4 passengers and at most 9 passengers, including the driver;

2. 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.