







## 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 premises.

Extracurricular activities and field trips shall be linked to the education received by the students and take into consideration the school's 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.

Extracurricular activities and field trips should be inclusive and 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 personnel with guidance related to extracurricular activities and field trips that take place off school premises.

## 3. LEGAL CONTEXT

3.1 This policy applies to all extracurricular activities and field trips which take place at any time throughout the calendar year, under the direction of the school, off school premises, including those associated with a school's daycare (hereinafter referred to as "activity"). When it is expressly indicated, this policy will also apply to activities involving minor students that are organized by a vocational training centre.

3.2 In accordance with the Education Act (section 87), the school's Governing Board is responsible for approving extracurricular activities and field trips as proposed by the administrator. Only activities which are covered by the risk management plan of the *Comité de gestion de la taxe scolaire de l'île de Montréal* may be approved (Addendum B).

3.3 Governing Board may provide a blanket approval for each academic year, for the following activities:

- Activities taking place in parks and playgrounds in close proximity to school property
- Trips between two campuses of the same school
- Work study, community service and career explorations
- Tournaments, including debating, public speaking and sporting events
- Greater Montreal Athletic Association (GMAA) events





## **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 school's 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 and the Addendum C must be presented for signing to Staff Council Chair.
- 5.3 Approval must be given by Administration and the school's Governing Board before the Authorization for School Activity Form (Addendum D) is sent home and the activity takes place. As a minimum, the following information shall be provided to the school's Governing Board when approval is requested: educational objective, date and time, destination, grade level or class, cost to parents, supervision ratio, anticipated number of adults that will be required to supervise students with specific needs, method of transportation, additional rules of conduct and safety and security considerations, as applicable, and any other information contained in Addendum C.
- 5.4 The Extracurricular Activities and Field Trips Cover Page (Addendum C) must be completed, signed by the administrator and the Governing Board Chair and retained by the school for all day trips. Addendum C must be sent by the administrator to the Regional Director for all water activities and/or overnight trips. Following approval, the Regional Director will send the form back to the school.
- 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 school's Governing Board.
- 5.6 When busing is used, riders are expected to return on the same bus.
- 5.7 For trips outside Canada, schools and centres must follow the procedure outlined in Addendum I (Steps to follow for trips outside Canada).
- 5.8 Authorization for trips outside Canada will be cancelled if the Federal Government issues a travel advisory recommending that the destination be avoided.

## **6. COMMUNICATING INFORMATION TO PARENTS**

- 6.1 Once all approvals are obtained, an information letter shall be given to the parents, which shall include the following:
- A description of the activity, including date, grade level(s), place and time;





- 8.3.2 Appropriate supervision must at all times be provided 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;
- 8.3.3 For all activities, special attention must be given to the training and capacity of each student;
- 8.4 Where carpooling is used, a Carpool Authorization Form (Addendum E) will be completed for each driver, including Board employees, prior to the activity taking place. A copy will be retained at the school.
- 8.5 In order to be considered as a driver for carpooling, candidates must adhere to the Criteria for Student Transportation (Addendum H).

## 9. INSURANCE

The administrator of the school/centre 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.gc.ca](http://www.voyage.gc.ca)

The destination 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 F), including a printed copy of the web page mentioned above, must be approved by the administrator and subsequently by the Regional Director. This form must be received by the *Comité de gestion de la taxe scolaire de l'île de Montréal* at least 60 days before the departure. Upon approval, the Regional 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 Every participant travelling on school trips out of the country must purchase insurance for medical care and evacuation, and also for trip cancellation and baggage loss in the case of air travel. Trip organizers should reference Addendum I – *Steps to follow for trips outside Canada* for specific instructions regarding insurance procurement.





















## **ADDENDUM G**

### **Procedures in the Event of a Transportation Accident**

1. The following applies to all situations where a student is under the supervision of the Board or its delegate and is transported by bus or by car.
2. All accidents must be reported immediately to the school or, when the activity takes place outside regular school hours, to the organizer of the event.
3. When the report of an accident comes in, the school administrator or the organizer of the event, when the school administrator is not reachable, will notify the Regional Director and the parents.
4. In the case of a bus accident, the administrator (or the organizer of the event) 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.
5. 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.
6. When carpooling is used, all drivers must have the school's contact information to be able to report immediately an accident. If the activity takes place out of regular school hours, all drivers must have the contact information for the organizer of the event.
7. The procedure for responding to traumatic events will be initiated if necessary. Refer to the school Emergency Preparedness Plan.





## **ADDENDUM H**

### **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 Elementary students in order to supervise the students and ensure good order on board.

All other applicable rules stated in the Student Transportation Policy must be respected.















**ADDENDUM L  
PARENTAL CONSENT TO A TRIP OUTSIDE CANADA**



<i>School name</i>	<i>Trip Organizer</i>
<i>Student name</i>	
<i>Trip description (country and dates)</i>	

The signature of this parental consent is required to allow a student to participate in a school trip.

**BEFORE SIGNING THIS DOCUMENT, PLEASE READ CAREFULLY THE FOLLOWING:**

1. The LBPSB (including its schools and centres) is not a party to the contract between the parents and the travel agency with respect to school trips. Parents must sign a contract directly with the travel agency and must pay the travel agency directly for all costs related to school trips.
2. Parents understand that they are responsible to purchase their travel insurance coverage with the travel agency that will be organizing the trip.
3. Parents are responsible for carefully understanding the scope of the guarantees, limitations and exclusions included in their insurance contract with the travel agency. As such, the LBPSB will not, under any circumstances, be held responsible for any loss of any nature resulting from any travel protection plan including, but not limited, to any decision made by the travel agency refusing to fully or partially reimburse in the event that a school trip is cancelled, modified or postponed.
4. The LBPSB may be required, at any time, to cancel, modify or postpone a school trip when it deems it necessary to ensure the safety of the participants and members of its staff, or for any other reason deemed sufficient. Parents must accept this risk and, by signing this form, I acknowledge that the LBPSB cannot be held responsible for any financial loss that may result from such a decision.
5. The travel agency may be required, at any time, to cancel, modify or postpone a school trip. Parents must accept this risk and, by signing this form, I acknowledge that the LBPSB cannot be held responsible for any financial loss that may result from such a decision.

**CONSENT AND RELEASE OF LIABILITY**

In order to confirm your authorization to your child's participation in the aforementioned trip, please check all boxes below:

- I, the undersigned, declare that the student whose name appears above is a minor and that I have parental or legal authority over this student.





- The school has an *Emergency Medical Treatment Form* concerning my child that I have filled out and signed at the beginning of the school year. Should any changes have occurred since, I agree to submit an updated form to the group leader.
  
- I acknowledge that I have read and understood the information provided in this form and I give my consent to allow my child to take part in the above-mentioned school trip.
  
- I acknowledge having received, understood and accepted the terms and conditions of the travel agency regarding the contract for the school trip, including the terms and conditions related to the travel insurance plan.
  
- I understand that this form includes an exclusion of liability, and I irrevocably waive my right to claim compensation from the Lester B. Pearson School Board for any financial loss related to the trip, including if it is modified, postponed or completely cancelled.

**AND I HAVE SIGNED ON THIS DATE:** \_\_\_\_\_

\_\_\_\_\_  
Name

\_\_\_\_\_  
Relationship (parent, tutor or legal guardian)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date