



Lester B. Pearson  
School Board

Commission scolaire  
Lester-B.-Pearson

## REGISTER OF POLICIES, PROCEDURES, AND BY-LAWS

### Extracurricular Activities and Field Trip Policy

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*The addenda are for reference and administrative purposes; they are subject to updates and modifications without consultation.*

## 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
- Board-sponsored activities such as career days or leadership activities
- Activities organized by the school team related to the learning programs of individual students, such as life-skills outings.

In all cases, the Governing Board will determine whether approval is required only once, or more often as needed. The Governing Board can also determine if a single Authorization for School Activity Form (Addendum D) is required for multiple blanket approved activities. 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 parents of minor students of the activity and provide all relevant information.
- 3.5 The parent has the responsibility to determine if the activity proposed by a school/centre is appropriate for his/her child. In all cases, a minor student will not be allowed to participate in an activity without prior authorization of his/her parent in compliance with this Policy.

#### **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 of the school/centre 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.
- 4.6 No student shall be penalized academically for not participating in an extracurricular activity or field trip.
- 4.7 In particular circumstances, a student may be excluded from participating should it be felt that their participation may compromise the safety/security of that child or any other participant.

## 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;
- The purpose of the activity – i.e. its connection to the curriculum, sports program, etc.
- All relevant information regarding the safety measures and the supervision that will apply during the activity;
- A description of all the specific skills that participants need to have for the activity;
- The name(s) of the person(s) who will be in charge;
- The means of transportation;
- The total cost per student and any amount covered by other sources;
- A list of the forms enclosed that the parent is required to complete including the Authorization for School Activity 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 destination be avoided.

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

## 7. MEDICAL INFORMATION

7.1 Parents are responsible to provide to the school/centre all relevant information pertaining to their child's medical and physical condition. Parents shall complete the Emergency Medical Treatment 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.

7.2 Original forms remain at the school. A copy is provided by the school and shall accompany the field trip/activity supervisor.

## 8. SAFETY AND SECURITY

8.1 The trip leader must take all reasonable measures to ensure the safety and security during the activity and should review with the participants prior to the beginning of the activity the measures to be taken in the case of an emergency. Schools and Governing Boards should reference the LBPSB "Emergency Preparedness Procedure", in particular sections referring to extracurricular activities and transportation.

8.2 Regardless of the list of prohibited activities (Addendum B), it is expected that for every activity proposed, all parties will weigh the potential educational benefits of the activity against any foreseeable risk to participants.

8.3 The principles and guidelines established in the *Safety guide for certain sports and extracurricular activities*, published by the *Comité de gestion de la taxe scolaire de l'île de Montréal*, shall be considered as an essential reference for Schools and Governing Boards organizing and approving activities. In particular, the following rules shall apply :

- 8.3.1 All the appropriate security measures must be put in place in order to minimize foreseeable risks;
- 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 through the school board for medical care and evacuation, and also for trip cancellation and baggage loss in the case of air travel. Trip organizers should

reference Trips Outside Canada – How to Secure Trips Insurance (LBPSB) for specific instructions regarding insurance procurement.

## 10. 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 of the school/centre then submits the report to the school board. In the case of a transportation accident, the procedures outlined in Addendum G must also be followed.

## 11. 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.

## 12. TRANSPORTATION

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

## 13. MODIFICATION

To the exception of *Addendum A (Definitions)*, none of the addenda is an integral part of the present policy and can be modified without consultation.

## **ADDENDUM A**

### **Definitions**

**Extracurricular 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 director of a vocational centre.

## ADDENDUM B Prohibited Activities

For insurance purposes certain high-risk activities have been excluded from the coverage provided by the *Risk Management Plan* of the *School Tax Management Committee of the Island of Montreal* and are consequently prohibited in all school boards on the Island of Montreal.

### EXCLUSIONS:

All risks related to an activity or the use of vehicles or equipment hereafter described are not covered:

- a) Any motorized boat propelled by an engine of more than 5 HP or the equivalent unless it is driven by a person holding her pleasure craft operator card and that this person is not a student, except for the boats authorized with the transport of people and who have the permits for this purpose;
- b) Any water rafting activity by any means whatsoever, on any body of water or rapids exceeding Class R-2 or superior to S-2, pursuant to International rivers and waters classification; the present exclusion covering all crafts used in water rafting;
- c) Any off-the-road motorized vehicle drives by student or which they are the direct passengers unless they are not in a trailer tractor drawn by such vehicle or in a part of the vehicle reserved for the transport of people;

This exclusion is not be applicable within the framework of an activity connected directly to the training of a trade of the mechanics and only for one operational test which is held in the perimeter of the school establishment where this formation is given;

- d) Any aircraft, except for the planes and helicopters authorized for the transport of people and who have the permits for this purpose;
- e) Parachuting in all its forms including the activities of the parapente type, para-sailing and any similar activity using an accessory of flight;
- f) Natural steep-rock climbing requiring roped party climbing or abseiling;
- g) Bungee jumping;
- h) War games;
- i) Trampoline or any other similar apparatus (excluding the super-mini-trampoline, also called a "trampolinette" and used as springboard);
- j) Deep-water diving, except in a swimming pool;
- k) Any contact combat sport except judo, Olympic wrestling, Greco Roman wrestling, karate, taekwondo, boxing, and self-defense;
- l) Any jumping, acrobatics or style jumps on animals or mechanic copy of animals;
- m) Any jumping, acrobatics or style jumps done with sliding or roller sport equipment unless that activity is done in a park specially designed for skate board or inline skates and if the structures used are maximum 1 meter high;
- n) Any jumping acrobatics or style jumps on pogo stick or ripstick;
- o) Any sport or activity described as extreme as:
  - Parkour activity performed outside of a gymnasium or done with some structure affixed on the ceiling or the wall of the gymnasium
  - Buggy rollin
  - Winter camping in any shelter, made of snow (ie. igloo, quinzee etc.)

- Tightrope walking on a structure of more than 60 cm high
- Sheet luge
- Swimming in white water exceeding class R-II
- Wind surfing (speed sailing, kite surfing etc.)
- High diving
- Sand kiting
- Speed skiing
- Any form of water skiing (with skis barefoot, wake board etc.)
- Snowkite
- Speed riding
- Any form of surf (body surfing, skimboarding, bodyboarding etc.)
- Ultra marathon
- Using firearm
- Using pyrotechnic
- Bmx biking
- Speed bike
- Snowscoot (snowbiking)

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 and rugby
13. soccer
14. fencing
15. martial arts without weapons
16. wrestling
17. weightlifting
18. zip-lining.

## ADDENDUM C

### Extracurricular Activities and Field Trip Cover Page

SCHOOL: _____																	
EDUCATIONAL OBJECTIVE: _____																	
THEME OF ACTIVITY: _____																	
DESTINATION: _____																	
DATE(s): _____ TIME PERIOD: _____																	
METHOD OF TRANSPORTATION: _____ GRADE LEVEL: _____																	
<p><b>SUPERVISION:</b></p> <table style="width: 100%; text-align: center;"> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>STUDENTS</td> <td>ADULTS</td> <td>RATIO</td> <td>Students requiring additional supervision</td> <td>Additional adults</td> </tr> </table> <p>PERSON(S) RESPONSIBLE: _____          _____          _____</p> <p>OTHER ADULTS: _____          _____          _____          _____</p>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	STUDENTS	ADULTS	RATIO	Students requiring additional supervision	Additional adults	<p><b>EXPENSES:</b></p> <table style="width: 100%; text-align: center;"> <tr> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>\$</td> <td>\$</td> </tr> <tr> <td>COST PER STUDENT</td> <td>ANTICIPATED TOTAL COST</td> </tr> </table> <p><b>INFORMATION INCLUDED WITH THIS APPLICATION:</b> (PLEASE CHECK BELOW)</p> <p><input type="checkbox"/> PROGRAM OF ACTIVITIES</p> <p><input type="checkbox"/> INFORMATION LETTER TO PARENTS</p> <p><input type="checkbox"/> BUDGET</p> <p><input type="checkbox"/> ADDITIONAL RULES OF CONDUCT &amp; SAFETY (IF APPLICABLE)</p> <p><input type="checkbox"/> PARTICIPANTS</p> <p><input type="checkbox"/> NAME/ASSOCIATION OF QUALIFIED LIFEGUARDS (SWIMMING)</p> <p><input type="checkbox"/> SYNOPSIS OF A TRIP OUTSIDE CANADA FORM (IF APPLICABLE)</p> <p><input type="checkbox"/> AUTHORIZATION FOR SCHOOL ACTIVITY FORM</p>	<input type="text"/>	<input type="text"/>	\$	\$	COST PER STUDENT	ANTICIPATED TOTAL COST
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>													
STUDENTS	ADULTS	RATIO	Students requiring additional supervision	Additional adults													
<input type="text"/>	<input type="text"/>																
\$	\$																
COST PER STUDENT	ANTICIPATED TOTAL COST																
PROGRAM APPROVED BY GOVERNING BOARD: _____ DATE: _____																	
SIGNATURE OF ADMINISTRATOR: _____ DATE: _____																	
SIGNATURE OF REGIONAL DIRECTOR (IF APPLICABLE): _____ DATE: _____																	
SIGNATURE OF STAFF COUNCIL CHAIR : _____ DATE: _____																	

***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 Regional Director as per section 5.4 of the Policy.***

## ADDENDUM D AUTHORIZATION FOR SCHOOL / CENTRE ACTIVITY

<i>School name</i>	
<i>Activity description (Refer to the information letter if applicable)</i>	
<i>Group participating and approximate number of participants</i>	
<i>Special requirements / skills</i>	
<i>Educational objectives</i>	
<i>Location</i>	
<i>Date(s)</i>	
<i>Supervision (description and ratio)</i>	
<i>Person(s) in charge</i>	
<i>Method of Transportation</i>	
<i>Cost</i>	

### PERMISSION AND RELEASE

NAME OF STUDENT: \_\_\_\_\_ GRADE LEVEL / PROGRAM: \_\_\_\_\_

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 activity, and accepts the arrangements for supervision as noted above;
3. Consequently, the undersigned hereby grants permission for the above named student to participate in this activity.
4. A signed Emergency Medical Treatment Form is on file. Please communicate immediately to the school's main office any revisions or changes to your child's medical status.
5. The undersigned acknowledges that, in the event of an emergency during the outing, supervisors will be contacting those individuals identified in the child's active file. Please ensure that the information provided in this file is up to date.
6. If necessary, the undersigned authorizes the student to be carpooled.

\_\_\_\_\_  
Name

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## ADDENDUM E 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) and a registration certificate*
- 2. I 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.*
- 4. I have not been convicted of a criminal offence in Canada or elsewhere or, if I have been convicted of a criminal offence, I have obtained pardon, and I am not subject to any pending charges for a criminal offence in Canada or elsewhere.*

*I have read "Addendum H" 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 Soci t  d'Assurance Automobile du Qu bec by phone at (514)873-7620, or by email at [www.saaq.gouv.qc.ca](http://www.saaq.gouv.qc.ca)

## ADDENDUM F

### Synopsis of a Trip Outside Canada

Name of the school board:			
Establishment's name:			
Number of students:		School level:	
Age of the students:			
Number of guides: <input style="width: 50px;" type="text"/>		Number of employees: <input style="width: 50px;" type="text"/>	
		Number of volunteers: <input style="width: 50px;" type="text"/>	
Starting date:		Ending date:	
Means of transportation:	<input type="checkbox"/> Bus	<input type="checkbox"/> Train	<input type="checkbox"/> Plane
	Other: _____		
Destination (country, city or country area):	_____ _____ _____		
Route (place, site, activity):	_____ _____		
Transportation between the sites:	<input type="checkbox"/> Car	<input type="checkbox"/> Train	<input type="checkbox"/> Boat
	<input type="checkbox"/> Bus	<input type="checkbox"/> Plane	Other: _____
Type of lodging: _____			
Date of verification of the warning <a href="http://www.voyage.qc.ca">www.voyage.qc.ca</a> (attach copy): _____			
_____ Organizer		_____ Administrator	

**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 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 I STEPS TO FOLLOW FOR TRIPS OUTSIDE CANADA

### PLANNING

- 1- Extracurricular projects must be developed in accordance with Policy 3.8 (Extracurricular and Field Trip Policy).
- 2- Verify with Foreign Affairs, Trade and Development Canada, [www.voyage.gc.ca](http://www.voyage.gc.ca) that the location you plan to visit is NOT the object of a warning such as: “avoid non-essential travel” or “avoid all travel”.
- 3- Create your trip project package. It must contain:
  - Project name
  - Full name and title of the person responsible for the project
  - 2 quotes from pre-approved travel agencies (see below)
  - Proposed departure and return dates
  - Destination and proposed itinerary and activities
  - Estimated number of participants
  - Description of participating group (age, grade level)
  - Any other pertinent information (i.e. Type of group: classe d’accueil, special needs, music class, etc.)

### APPROVAL

- 4- The project must first be approved by the Principal and the school’s Governing Board in compliance with the Extracurricular and Field Trip Policy (refer to Addendum C for the list of documents to provide – including a budget). The form entitled “Synopsis of a Trip outside Canada” (Addendum F) must be completed and added to the documents to provide for approval. Once the project is approved by the Principal and the Governing Board, all the original documents must be sent to the head office for approval by the Regional Director. For secondary schools, these documents must be sent to the attention of Ms. Sue Day. For elementary schools, these documents must be sent to the attention of Ms. Georgia Perdikis. **IMPORTANT: all documents must be received at the head office at least 60 days prior to departure.**

### TRAVEL AGENCIES

- 5- Consult the list of **approved travel agencies** in order to find the one best suited to your needs. Visit their websites and don’t hesitate to contact them to obtain more info: possible itineraries and the availability of your desired travel dates.
- 6- Obtain **at least two quotes** and include them in your trip project package. The travel contract must be granted to the pre-approved agent who offers the lowest price in accordance with the conditions of your quote request. It is preferred to include documentation of the negotiation process.
- 7- Hint: offer departure/return dates as intervals rather than specific days. For example: Departing between May 5 – 7, returning between May 14 – 16. This gives the travel agent more leeway to procure the best possible offer.
- 8- You can include an itinerary, as a guide, in your quote request; however, to allow them to maximize times –vs- activities, specify that the agent may propose an alternate itinerary. Alternatively you might include a list of desired attractions and activities and let the agent propose an itinerary.
- 9- The school board subscribes to a travel insurance which covers medical care and evacuation, and also trip cancellation and lost baggage coverage for air travel. This insurance is not optional and all participants must adhere to the insurance. Please refer to the document "How to Secure Trip Insurance".

**REMINDER - BEFORE DEPARTURE:** Remember to double-check the Foreign Affairs, Trade & Development Canada website 24 hours before departure to verify that your destination is still free of travel warnings. Please print the confirmation and keep it with your documentation. Should a warning be in effect for your destination, the insurance may still be in force but you should contact the Legal Services department immediately for additional information.

## ADDENDUM J FEES FOR ACTIVITIES *Updated January 28, 2020*

New legislative and regulatory provisions concerning free education and financial contributions that may be required have taken effect on July 1, 2019.

### School activities

The legislative and regulatory provisions stipulate that school activities may be subject to financial contributions from parents.

### Activities outside the school

A financial contribution may be required for activities carried out off the premises of the educational institution attended by the student. These activities involve travel outside the school or center, either on foot, using public transit or with transportation organized by the educational institution. Contributions may be required for activities carried out within the scope of a special school project or regular program.

They include educational activities; for example, visits to a museum, theatre, farm or market. They also include more recreational or social activities such as visits to an amusement park or picnics at an outdoor recreational area. They usually take place during school hours. Sometimes they may take place outside school hours, such as in the case of end-of-year trips.

The Education Act stipulates that contributions cannot exceed the actual cost of the activity. The actual cost of an outing includes:

- Transportation
- Admission fees
- Registration fees in the case of a competition
- The cost of hiring a substitute for a teacher accompanying a group of students, if the teacher needs to be replaced
- The teacher's participation fee

Also, when a school does not have the facilities necessary to offer a compulsory course and there are costs associated with the use of other facilities, it **cannot require** a financial contribution from parents. This is the case, for example, when students in Physical Education and Health go to the pool. However, if the use of other facilities is required to carry out a special school project, it **may be subject to a fee** from parents of students enrolled in the project.

The Education Act provides for funding equivalent to two free school outings per student per year in preschool, elementary school and secondary school. To this end, it requires that the school boards' budgetary rules include subsidies to finance these two school activities. It is up to schools to decide how to use the amounts earmarked for outings, provided they respect the guidelines of the school boards' budgetary rules.

Vocational training and adult general education students are also entitled to cultural outings during their training process.

## **Activities at the school**

A financial contribution may be required for activities similar to school activities taking place outside the school and requiring the participation of a person who is not on the school board's staff, for example, a scientific guide or an animal expert. These types of activities take place in the school or on school property.

They are carried out during school hours and may or may not be within the scope of a special school project.

## **Additional information**

Practicums for students in the Work-Oriented Training Path are not considered outings subject to a financial contribution.

## **Extracurricular activities and summer courses**

According to sections 90 and 91 of the Education Act, the governing board may organize educational services other than those prescribed by the Basic school regulation. These services, often referred to as extracurricular activities, include instructional services outside teaching periods during the school days of the school calendar or on non-school days, as well as social, cultural or sports services, such as language, karate and drama courses. The governing board may also allow other persons or organizations to organize such services on school premises.

A financial contribution may be required from parents for the goods or services offered, except if financing is already provided for in the school boards' budgetary rules.

A financial contribution may also be required for summer courses held on non-school days.

REFERENCE: MEES website: <http://www.education.gouv.qc.ca/en/parents-and-guardians/references/school-fees/free-educational-services/services-requiring-a-financial-contribution/>