

Criteria for the Approval of Extra-Curricular Activities and Field Trips at Pierrefonds Comprehensive High School

Revised: February 11, 2016 Resolution #GB 16-02-03

All extracurricular activities and field trips must be approved by Governing Board resolution prior to the activity taking place in accordance with article 87 of the Education Act.

“The governing board 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.”

All extracurricular activities and field trips must strictly adhere to the Lester B. Pearson School Board “Extracurricular Activities and Field Trips Policy”

“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.”

Definitions:

For the purposes of this document, extracurricular activities and field trips are defined as follows:

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, during or outside normal school hours. 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 outside the school, that supplement class activities, during or outside normal school hours.

In the schools of the Lester B. Pearson School Board, trips off the school premises are undertaken for a variety of pedagogical purposes. These include:

- promotion of academic, social and personal growth
- participation in athletic activities
- promotion of cultural awareness
- participation in non-competitive recreational activities

This document covers two types of activities:

1. Day Excursions
2. Overnight Excursions lasting one or more nights

This document is divided into the following points:

- | | |
|--------------------------|------------------------------|
| 1. Supervision | 5. Safety |
| 2. Transportation | 6. Forms and Approval |
| 3. Eligibility | 7. Financing |
| 4. Housing | |

1. SUPERVISION

1.1. Ratio of supervisors to students

<u>Day Trips</u>	<u>Overnight</u>
1:18	1:10 (Sec 1, 2 &3)
	1:12 (Sec 4 & 5)

1.2. Definition of Supervisor

A supervisor is defined as a responsible adult, who may be selected from among members of the staff, spouses, school administrators, parents, specialists, or guides provided by an institution.

- In the case of an overnight trip, a supervisor of each gender must be present

NOTE: The associated costs (tickets, housing, transportation, substitution, etc.) for supervisors must be built into the cost of the excursion.

2. TRANSPORTATION

2.1 Acceptable

Tour buses, school buses, public transportation, taxis and private vehicles are acceptable. Extended vans with a capacity of 9 or more occupants are not acceptable as per School Board directives.

In accordance with the LBPSB Extracurricular and Field Trips Policy, drivers of private vehicles, transporting minor children other than their own must submit a “Declaration Concerning a Judicial Record” form in accordance with the Law along with the Lester B. Pearson School Board Carpool Authorization Form validated for each school year.

It is the responsibility of the driver to inform the school's administration of any change in validation.

2.2 Public Transportation

Students in Sec. I & II must be supervised while on public transportation.

2.3 Private Vehicles

- Students may not transport themselves
- Parents wishing to make separate transportation arrangements must communicate in advance and in writing with the trip organizer. These arrangements must indicate a specific hand-over of the student in terms of time and place.

2.4 Cross-Border

The following documents must be present:

- **Valid Passport**
- **Letter from the school**
- **Signed Parent Permission and Release Form**

The trip organizers (staff member) must check all bags before luggage is placed in the vehicles.

3. ELIGIBILITY

- 3.1** Written parent/guardian consent is required via the Parental Permission and Release Form.
- 3.2** Students may be refused the opportunity to participate in an activity on the grounds of a foreseeable behaviour problem, or where their academic year is in jeopardy.
- 3.3** In the event that a trip is over-subscribed, students will be selected from those eligible under item 3.2 on a first come, first served basis. A waiting list will be established.
- 3.4** Students who forget items they require related to special health needs, such as Epi-pens or asthma pumps, or who show up obviously ill, will be refused at departure.
- 3.5** Refunds – Students whose eligibility has been withdrawn may expect a refund equal to the amount of money the school is able to reclaim on their behalf.

4. HOUSING

4.1 General Guidelines

- Regardless of housing circumstances, supervisors will establish and communicate a clear curfew.
- With the exception of billeting, where separate rooms are available, students will be housed by gender.

5. SAFETY

5.1 Students whose behaviour is inappropriate or a threat to the safety of themselves or others will be sent home. This would include the use of alcohol and/or drugs. The parents/guardian will be directly contacted. The following arrangements will be made:

- a) day excursions - parent/guardian must pick the child up at the venue
- b) overnight excursions - parent/guardian must pick the child up at the venue if possible or at the bus/train depot/airport terminal as appropriate and
- c) outside Canada excursions - parent/guardian must pick up the child at the airport

The parent/guardian will assume any additional costs.

5.2 At all points of movement throughout the trip, mornings and evenings, a head count will be taken.

5.3 A reasonable curfew will be established for each night.

5.4 An emergency communication protocol will be in place that includes the presence of the Field Trip cellular phone, administrator's phone number and carrier's company phone number. Supervisors will travel with a binder that contains the Emergency Medical Treatment Forms and Parental Permission and Release Forms.

5.5 Trip organizers will ensure that certified supervisors are available for any activity (such as swimming and canoeing) that requires it.

5.6 Trip organizers of excursions going into remote areas need to avail themselves with an emergency number (such as forest ranger, provincial or state police). A school first aid kit must also accompany the group.

6. FORMS AND APPROVAL

6.1 The Lester B. Pearson School Board Field Trip forms listed below must be completed before the event.

- Extra-Curricular and Field Trip Form
- Emergency Medical Treatment Form
- Parental Permission and Release Form
- Carpool Authorization Form (where applicable)

6.2 Additional Documents

- Information letter(s) to parents
- Outline of the program
- Budget
- Certification documents for specialized supervisors
- Behaviour contract

6.3 Field Trip Binder – Copies of forms listed as last three bullets of item 6.1 above must be kept in the field trip binder and kept in the presence of a supervisor at all times.

6.4 Approval Process

- *One Day Trips* – Completed forms must be submitted to the faculty Council Chairperson at one of its regular monthly meetings prior to the field trip and the principal for signature.
- *Overnight Trips* – In addition to the signatures in stated above, the signature of the Regional Director is required.
- Governing Board approval must be given prior to the distribution of trip information and/or forms to students and parents.

6.5 Governing Board Vote by Email

Exceptionally, in the event that a field trip requires approval before the next scheduled governing board meeting, the governing board may vote on approval by e-mail in accordance with the PCHS Governing Board Internal Rules of Management.

7. FINANCING

7.1 All field trips and excursions must be self-financing.

7.2 All monies collected must be deposited with a deposit slip to the school's bookkeeping technician.

7.3 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.

7.4 Costs should include:

- Entrance Fees
- Transportation
- Teacher substitution (rates in effect at the time of activity)
- Meals, if applicable
- Associated supervisors' costs as per item 1.2