

EASTERN TOWNSHIPS SCHOOL BOARD	<i>Title:</i> GUIDELINES FOR FIELD TRIPS AND TRIPS FOR ATHLETIC EVENTS	
<i>Source:</i> Management Committee Director - Financial Services	<i>Adopted:</i> Deposited October 16, 2002 Effective October 16, 2002	<i>Reference Number:</i> P026-1

PURPOSE

The intent of this guideline is to clarify the role and responsibility of Eastern Townships School Board schools and centres with respect to field trips and trips for athletic events.

GENERAL

1. A field trip is any activity held away from the school, organized for a social, cultural, recreational, educational or athletic purpose by a staff member, or any other person authorized by the school or centre administration, and involving students of the Eastern Townships School Board who must leave the school or centre premises, during or outside of a regular school day.
2. Field trips will be preplanned and emergency procedures prepared. All participants on school sponsored trips will act, at all times, as ambassadors from their school demonstrating respect for themselves, others and property.
3. According to the Education Act, the Governing Board of the school or centre must approve all field trips, recommended by the school administration. Field trips should be presented to the Governing Board in a yearly plan, but may be presented on an individual basis. In the case of short outings within walking distance of the school, these outings should be approved by the Governing Board, through the general consent form, adopted by the Governing Board and developed for such outings. The school or centre must inform parents or guardians of the reasons, nature, type of activities, itinerary and cost of all field trips.
4. Parents or guardians must give their written permission for their minor son or daughter to participate in a field trip. This permission slip must be submitted to the designated authority prior to departure. For secondary schools: Parents or guardians must complete a ***Field Trip Consent Form*** for student participation in interscholastic sports prior to the student's first competition.

For elementary schools: A ***Field Trip Consent Form*** must be completed before each outing.

5. At the beginning of each school year, parents or guardians must be asked to complete an ***Emergency Medical Treatment Form*** for each one of their children. The person responsible for the field trip must take a copy of the form on the field trip, along with appropriate prescription medication(s) in their ***original*** containers. (This procedure is essential in order for the school board to be covered by liability insurance.) It is the responsibility of the parent or guardian to advise the school of any change in the medical information provided to the school.
6. In the event that students do not participate in a scheduled field trip, they will be assigned to regularly scheduled classes at school.
7. All school board policies and school rules or regulations apply on field trips.
8. Chaperones should have an affiliation with the school and in all cases must be approved by the school administration.
9. The Coordinator of Material Resources will publish, in late August of each school year, a list of field trip activities not covered for liability by the school board insurance carrier. (See Annex VI)
10. Public transportation or school buses are the recommended methods of transportation for field trips. Should car pools be organized, proof of registration, appropriate insurance coverage and a valid driver's licence must be assured.

ORGANIZER'S RESPONSIBILITIES

1. Ensure the relevance and venue of the field trip to the curriculum or sport (reflective of needs, interests, and cultures of the students).
2. Complete the appropriate Field Trip request form. (ANNEX III and/or ANNEX IV)
3. Ensure that there has been Governing Board approval for the Field Trip at hand.
4. Provide parents/guardians with as much information as possible prior to the trip and verify that parents/guardians have signed field trip consent forms. (ANNEX I or ANNEX II)
5. Ensure that adequate numbers of teachers, parents and volunteers accompany the field trips (ratios respected). In addition, one of the supervisors should be qualified to administer first aid and be in possession of an adequate first aid kit.
6. Students must be counted and names recorded on an attendance sheet prior to leaving, before changing venues and before returning.
7. Ensure that the student ***Emergency Medical Treatment Forms*** are complete, current and accompany the field trip. (ANNEX V)

8. Ensure that adequate health and accident insurance has been obtained for each student prior to attending field trips outside Canada. In addition, ensure that all required legal documents such as passports, visas and documentation that may be needed to take minors to another country.
9. It is important that all members of the field trip be familiar with the laws, customs and language of the country being visited.
10. In the event of an accident or a medical emergency during a field trip, ensure adequate medical help is found and an accident report completed with as much detail as possible. If the event is deemed to be serious, notify the school and parents as soon as possible.
11. Ensure that all school board policies and school rules are applied on the field trip.

PRINCIPAL'S RESPONSIBILITIES

1. Present the field trip(s) details to the Governing Board for their approval.
2. Consult the School Council about the proposed trip(s) when necessary.
3. Ensure that the trip organizer has completed all steps necessary and that he or she is prepared for the field trip.

PARENT'S RESPONSIBILITIES

1. Ensure they are familiar with the details of the field trip.
2. Sign the ***Field Trip Consent Form*** and return to the trip organizer on time.
3. Complete and return the ***Emergency Medical Treatment Form*** on time.
4. Notify the school if there are any changes to their child's medical condition.
5. Ensure that all medication (in original containers) required by their child and any special instructions are given to the trip organizer.
6. Purchase any insurance that may be necessary.
7. Ensure that all documentation such as passports, birth certificates, visas and any other legal documentation required has been obtained and accompanies the child on the field trip.
8. Ensure their child has all clothing and equipment that may be needed for the field trip.

STUDENT'S RESPONSIBILITIES

1. Ensure all the forms and the necessary documentation have been completed for the trip and that they are returned to the trip organizer on time.
2. Respect all school rules and regulation while on their trip.
3. Be an ambassador from your school at all times demonstrating respect for yourself, others and property.
4. Cooperate with those in authority.
5. Be respectful to instructions, to information, guided tours and visual presentations.
6. Care for the safety of self and others.

SUPERVISION

1. The following minimum adult per student ratios are recommended for field trips:

Secondary: 1: 15 for a day trip
 1: 10 for an overnight or extended trip

Elementary: 1: 5 Pre-K, K
 1: 8 Cycles I, II and III

For students with special needs, it is recommended that the above ratios be reduced.

2. Mixed groups should always have at least one male and one female supervisor on overnight trips. The Principal shall determine the minimum number of adult supervisors necessary for any given field trip.
3. The person in charge of the field trip must be a School Board employee.

SAFETY

1. It is recommended that at least one person with a current First Aid qualification be in attendance and that there is an adequate first aid kit available.
2. A head count must be taken before changing venues or being transported.
3. Swimming activities will not be permitted other than in ***pools or areas*** administered by public institutions subject to government safety regulations. A certified lifeguard must be on duty.

4. All students participating in activities outside of Canada must be covered by a private health and accident insurance.
5. With the exception of boats that are operated for the use by public transportation and which possess the required Provincial Transportation permits as well as a valid certificate of inspection issued by the Federal Department of Transportation, boating activities are not permitted.
6. A cellular telephone should be carried on the field trip to ensure communications between school and the person responsible for the trip.