

## Policy Statement



Commission scolaire Western Québec  
Western Québec School Board

**Policy No. C-16**

**SUBJECT:** Self-Funded Trips

**Approval Date:** February 21, 1996

**Resolution No:** C.C. 95/96-70

**Revision Date:** April 25, 2006

**Resolution No:** C-05/06-188

**Origin:** Council of Commissioners

### OBJECTIVE

1. Self-funded trips, which include an itinerary and as many details as possible, must be approved in principle by the principal and the Governing Board of the school.
2. A permanent school board employee who has been approved by the principal must be involved in the planning of the trip and participate on the trip to provide supervision.
3. Trip funds that derive from school-authorized fundraising events belong to the school, e.g., funds obtained from school-sponsored car wash, from hot dog sales and barbecues, and from the sale of any items that have been advertised as school sponsored. In case of a trip cancellation, the funds shall remain within the organizing school group, whenever possible.
4. Trip funds that have been paid directly by the parent, guardian, or student shall be returned to that individual, should the trip be cancelled. This information will be made available when the funds are requested.
5. In the case of student withdrawal from the trip, e.g., illness, funds may or may not be returned to the individual based on trip viability requirements. Participants will be informed of these “no cancellation” requirements in advance.
6. Self-funded trips should be approved by the Education Committee beforehand, when these trips are out of the country, on the same basis as other trips.
7. While participating on trips, students are subject to the standards of behaviour set by the school.
8. An appropriate adult-student ratio must be maintained for the entire trip.
9. An approved consent form must be signed by the parent and received by the school in advance of the trip, in order for the student to participate.

## EXPECTATIONS FOR PARTICIPATION - SCHOOL TRIPS & ACTIVITIES

This document outlines expected behaviour during activities.

A participant is defined as “any person, adult, or child, who is involved in an activity in any capacity.”

---

- All participants agree to follow the policies of the Western Québec School Board. It is the responsibility of the adults in supervisory roles to be conversant with the *policies and procedures* that apply to their activities, and to ensure that the appropriate documentation is completed.
- The Western Québec School Board will not tolerate acts of discrimination and/or harassment on the basis of race, national or ethnic origin, color, age, religion, sexual orientation, marital status, family status, disability, or conviction of an offence for which a pardon has been granted.
- The emotional, physical, verbal or sexual abuse of any participant will not be tolerated.
- Participants must follow provincial and municipal laws and regulations, and if permitted, only smoke in designated smoking area.
- No alcoholic or illegal substances may be brought to or consumed at the activity.
- Any material that may be deemed a “weapon” will be confiscated and the individual will be sent home immediately. The Western Québec School Board has the right to define a “weapon”.
- In the event of suspected “banned” materials, the teacher responsible for the activity or his/her designate may perform a search of belongings for the purpose of confiscation of such banned materials, with the individual and another adult present.
- The privacy of the individual is to be maintained at all times. No person shall disregard another’s privacy as it regards personal belongings, accommodation, or hygiene facilities.
- No participant will be permitted to leave the activity without permission of the teacher or supervisor responsible for the activity.
- No participant will engage in acts of criminal or civil disobedience as outlined by the laws of Canada, for example, theft, vandalism, assault, etc.
- Actions and behaviors that jeopardize the safety of the participant or the group will not be tolerated.

Any violation of this document will be cause for disciplinary measures and will result in discipline that may include the participant being sent home at his/her own or his/her parent’s/guardian’s expense. In the case of expulsion, no portion of fees is refundable.

The teacher for the activity, in consultation with other adults in supervisory roles will interpret these expectations. The teacher has final discretion for ensuring safety by removing or excluding an individual from any activity. Exclusion for reasons of safety may be extended to other activities if the individual has not demonstrated an understanding of risks and appropriate safety guidelines.

I have read the expectations for participation and agree to comply with the above while participating in events/activities. I further understand that any violation of these expectations will be cause for disciplinary measures, and if such results in my being sent home, that it is done at my own expense or the expense of my parents/guardians.

Name of Participant: \_\_\_\_\_

Signature of Participant: \_\_\_\_\_

Signature of Parent/Guardian (if participant is a minor) \_\_\_\_\_

Date of Signature: \_\_\_\_\_ Relationship to Child: \_\_\_\_\_

**Failure to sign this document will result in the exclusion of the participant from activities.**



## EXTENDED FIELD TRIP RULES OF CONDUCT AGREEMENT

Travel Within and Outside of Canada

1. The use of alcoholic beverages, marijuana, or chemical or controlled substances is prohibited;
2. Possession or carrying of knives, firearms, or any other weapon is prohibited;
3. Hitchhiking and the rental or driving of motorized vehicles (for example, motorbikes or snowmobiles) is prohibited;
4. No recreational swimming is allowed as part of the field trip experience unless there are appropriate trained staff, certified in life-saving, on duty and additional staff available to assist in supervision of the activity;
5. Students will be allowed to use recreational watercraft (i.e., rowboats, canoes, jet skis, etc.) only when there is confirmation that the owner/operator of the watercraft carries the required insurance to protect WQSB staff and students. For all other circumstances, students will not be permitted to use these recreational watercrafts. Group charters of commercial watercraft may be permitted provided that the owner/operator of the watercraft carries the required insurance to protect the WQSB staff and students;
6. Abusive language and/or conduct endangering the health and safety of participants and others is prohibited (for example, swearing and fighting are not allowed);
7. Visitors or group members of the opposite sex are not permitted into each other's rooms;
8. Any games or activities that involve the exchange of money or other items of value are prohibited (for example, gambling is prohibited);
9. Smoking is not allowed;
10. In the interest of maintaining good human relations among members of the group and between our school district, students, parents, and our hosts, respect is to be shown for everyone with whom we come in contact. Good manners are expected from everyone;
11. All scheduled activities in the program are obligatory;
  - a. Students are to be punctual;
  - b. A student who is ill or injured must immediately inform his or her chaperone;
  - c. Students are expected to pay careful attention to their health needs, this includes getting enough sleep, keeping clean, and wearing dry clothing;
12. To ensure a reasonable state of alertness for the following day's activities, evening curfew hours will be set by the staff member in charge and strictly observed by all students, including those 18 years of age and older;
13. A "buddy system" will be used throughout the trip. Participants are expected to know where their "buddies" are at all times. No student shall leave the group or group's headquarters at any time during the trip without an authorized chaperone;
14. Students who wish to visit with relatives and/or friends along the way shall meet them where the student field trip group is assembled. Written parent/legal guardian permission will be required, in advance of the trip departure, if a student is allowed to leave the group. At no time shall the student leave the group without an authorized chaperone.
15. The parent/guardian of any student carrying prescribed medication will be required to inform the staff member in charge, in writing in advance of the trip, of the type of medication, instruction for its use, and adverse side effects that could be experienced by the student using the medication;
16. All participants, including those currently enrolled students who are 18 years of age or older, who have elected to join a school sponsored field trip shall adhere to the preceding rules and any other rules introduced out of necessity during the course of the trip.
17. Whenever a student is in doubt about what to do, he/she is expected to seek advice from the staff member in charge or from a chaperone.
18. If there are serious infractions of rules of conduct or violations of the law, a student may be sent home at the parent/guardian's expense. This decision will be made after the staff member in charge has consulted with the student, the principal, and the student's parent/guardian. (At all times, on international field trips, participants are to carry a **copy** of their passport, any necessary medical information, and the emergency phone numbers that parents have specified).

I agree to abide by the rules and regulations stated above and to accept other decisions on appropriate behavior made by the adult(s) in charge of the extended field trip program.

Signature of Student:

Date:

I agree to the above rules and regulations which will govern my son's/daughter's conduct while on this extended field trip program, as well as other decisions on appropriate behavior which may be made by the adult(s) in charge of this program.

Signature of Parent/Legal Guardian:

Date:



**VOLUNTEER DRIVER DECLARATION**  
Travel within and outside of Canada

-----  
Date:

\_\_\_\_\_

Activity Name:

\_\_\_\_\_

School:

\_\_\_\_\_

Destination To:

\_\_\_\_\_

From

Driver's Name:

\_\_\_\_\_

Driver's Address:

\_\_\_\_\_

Phone #:

\_\_\_\_\_

Driver's License #:

\_\_\_\_\_

Vehicle Year/Make:

\_\_\_\_\_

(ie. 1999 Ford Taurus)

Vehicle Color/Model:

\_\_\_\_\_

(ie. Red Sedan)

Insurance Company Name

\_\_\_\_\_

Policy number:

\_\_\_\_\_

Passenger Capacity:

\_\_\_\_\_

Owner's Name, if different from above:

\_\_\_\_\_

In volunteering to transport youth members, I confirm my awareness of, and that I am in compliance with, the following:

1. Vehicles used to transport students/staff members must be insured. (The amount of insurance must not be less than the amounts prescribed by the legislations of the province of Québec and the province or state of destination.
2. The Western Québec School Board does not accept responsibility for damage to your vehicle, loss of insurance discounts, deductible amounts or loss of use. The WQSB does not accept responsibility for third party claims made against you as a result of use of your vehicle for school trips.
3. Seat belts must be available for all youth and must be secured when traveling. Young children should not be transported in the front seat of a vehicle that is equipped with front seat passenger airbags.
4. Vehicles must be maintained in good mechanical condition and be equipped with all necessary safety equipment.
5. Smoking is not permitted while transporting youth members.
6. Drivers must not consume alcohol or use other restricted substances that would interfere with their safe operation of the vehicle.

Date:

\_\_\_\_\_

Driver's Signature:

\_\_\_\_\_

Date:

\_\_\_\_\_

Owner's Signature:

\_\_\_\_\_

Date:

\_\_\_\_\_

Principal's Signature:

\_\_\_\_\_