

 <p>Cree School Board Commission scolaire crie</p>	<h2>Policy on School Trips in the Youth Sector</h2>	
	<p>Department responsible: Education Services Effective date: June 2005 Amended: July 1, 2013, March 17, 2016 and July 1, 2025 Approved by: Resolution #EC 2016-088 and 2025-341</p>	
	<p><u>Other related policies</u></p>	<ul style="list-style-type: none"> ▪ Safe Schools (EDU-02) ▪ Fund-raising (FIN-04) ▪ Secondary Students Orientation Trips (EDU-06) ▪ Prevent and Manage Situations of Psychological Harassment in the Workplace (HR-17) ▪ Award of Supply, Services and Construction Contracts (ADM-05) ▪ Communications (ADM-12)

The Cree School Board strongly supports the inclusion of positive and valuable learning experiences for students, resulting from school trips at the youth sector.

1) General Provisions

Purpose

1.1. This Policy is intended to establish rules pertaining to school trips in order to ensure the proper supervision and safety of students, and the protection of the Board and its employees. It establishes the minimum requirements to be followed during these activities but the schools have the authority to adopt more demanding rules to better reflect their own situation if they deem appropriate.

Application

1.2. This Policy does not apply to the following activities which are governed by other rules:

- a) Cree culture classes;
- b) Secondary Students Orientation Trips.

Definitions

1.3. In this Policy, the following words or expressions mean:

- a) **School trip:** out-of-school activity organized for the students either educational or recreational;
- b) **Local activity:** school trip activity:
 - taking place within the community or its surrounding area, or,
 - off community or its surrounding area but done within the same day (no overnight);
- c) **Organizer:** a teacher, support staff, professional or any other person in charge for organizing a school trip;
- d) **Parents:** mother, father or legal guardian of a student;

- e) **Regional activity:** activity organized by the Board and taking place in or off community, such as science fair, public speaking contest and Annie Whiskeychan Day, including extra mural/ intercommunity sports competitions, etc.;
- f) **Supervisor or Chaperone:** the adult accompanying the students during the school trip.

2) Request

Deadline

2.1. The deadlines for the organizer to submit a request to the School Principal are:

- a) for local activities: at least 5 working days prior to the activity unless the local activity involves overnight stays, in which case the request must be submitted at least 20 working days prior to the activity;
- b) for non-local activities: the request has to be submitted to the School Principal at least 20 working days prior to the activity and no later than:
 - i. **October 15th** for an activity to take place before the following January 30th
 - ii. **January 15th** for an activity to take place until the end of the school year.

Basic information

2.2. In any requests, the following information must be included when available or be provided as soon as available (see **Annex A** –Request):

- a) relevance to class study, objectives and purpose;
- b) names of participating students;
- c) destination;
- d) dates and times of departure and return;
- e) supervision;
- f) specific safety measures required;
- g) special clothing, supplies or equipment needed;
- h) transportation arrangements, if any;
- i) any other relevant information;
- j) special care (handicap, life-threatening allergy, etc.) needed for supporting students with any on the trip with health needs such as food allergies, regular medication and other medical conditions. The parents must provide the relevant information.

Additional information

Moreover, the following preliminary information must be provided for non-local activities involving overnight stays:

- k) itinerary;
- l) lodging;
- m) number of supervisors/chaperones and their duties;
- n) estimate cost for the trip:
 - cost of transportation
 - food
 - lodging
 - equipment
 - other contingencies

- o) if insurance coverage or passports will be required as provided in sections 4.4 and 4.5;
- p) means of financing.

[Fund-raising activities](#)

2.3. Fund-raising activities may be organized by students and parents to finance a school trip and this in accordance with the Policy FIN-04 on CSB Fund-raising.

3) Assessment and Approval

[School Principal's assessment and support](#)

3.1. All school trips must have the preliminary support of the Principal before any commitments are made by the Organizer. The Principal is responsible for determining the suitability of the proposed activity by notably considering:

- a) the relationship of the school trip to program objectives, how it ties into class activities before and after the activity;
- b) the appropriateness safety for the duration of the activity, given the students' age and development;
- c) the appropriate timing of the activity during the school year;
- d) the safety and supervision of students during the activity (e.g., consider having certain supervisors/chaperones if needed, etc.);
- e) the impact of the absence of the accompanying school staff (teachers, support staff, etc.) on the functioning of the school;
- f) the use of a registered education-related tour company for trips of more than 2 or 3 days duration.

[Approval](#)

3.2. All school trips initiated by a school must be approved as follows:

- a) for local activities, the School Principal is responsible for the approval;
- b) for non-local activities, the School Principal sends the request to the:
 - Director of Education Services,
 - Coordinators of Student Engagement and Services, and
 - concerned Director of School Regional Operations.

Student Engagement and Services will receive all requests and prepare spreadsheets to be presented for approval by School Operations.

The School Principal will inform the school committee, as deemed necessary, of school trips that will take place.

[Regional activities](#)

3.2.1 However, Regional activities organized by the Board do not require the Principal's approval, although the latter must approve the list of participating students at these events.

[Outside the country - approval](#)

3.3. For trips outside Canada, once the preliminary approval is given by the Principal, the latter forwards the request to the concerned Director of School Regional Operations (DSRO) and the Director of Education Services for their approval after consultation with the Deputy Director General (Pedagogy).

[Final approval](#)

3.4. Since the preliminary approval is given on conditions and criteria established at the proposal stage, the Principal may refuse to give his final approval if those conditions have changed significantly from the original proposal, notably concerning the safety of students and the funding of the activity.

[Protection of Instructional time](#)

3.5. School trips must not result in the loss of more than 5 days of instruction per year unless there are assignments or other forms of instruction during the trip. Such trips may also take place on weekends, pedagogical days, summer vacation, and holidays (e.g., Goose Break, Christmas break, Easter, etc.).

[Activities with risks / exclusion](#)

3.6. No activity involving high risks or requiring a waiver such as bungee, etc. is allowed at any time.

[Photos & videos](#)

3.7. Use of any photographs, video or image of individuals taken during a school trip must be done in compliance with the CSB Policy on Communications.

4) Parental Consent, Supervision and Safety

[Information to Parents](#)

4.1. Information regarding all school trips in which students take part will be communicated to parents. Additional written instructions have to be provided to parents for non-local activities to ensure that they fully understand the need of the required documents for their child to participate in the activity (e.g., passport, birth certificate, health insurance coverage, medication instructions, etc.).

[Authorization and release form](#)

4.2. Signed consent forms must be obtained from the parents of students under eighteen years of age for:

- a) any local activity involving certain risks,
- and
- b) for all non-local activities.

A student of the age of majority must sign the same form. The school must be aware of special health conditions which might affect the progress or wellbeing of the students while on this activity (see **Annex B**- Authorization and Release Form).

In cases where a local activity does not involve potential for personal risk, no "Release form" is required and notification to parents and appropriate documentation of the trip is sufficient.

[Supervision](#)

4.3. Competent adult leadership and supervision appropriate to the number and age of students and the nature of the trip must be provided (see **Annex A**). The School Principal will determine required parameters, if any, for the selection of supervisors/chaperones that will accompany the students (selection, proof of good standing, etc.).

The ratio of adult supervisors/chaperones to students should be at least as follows but this number of adults may be increased:

- a) for local day-activity:
 - i. for Pre-K, Kindergarten and Grade 1: 1 supervisor/chaperone for every 5 students;
 - ii. for all other levels: 1 supervisor/chaperone for every 10 students;

b) for other activities: 1 supervisor/chaperone for every 4 students.

Special needs When the physical condition of a student requires special care (handicap, life-threatening allergy, etc.), the parent (or his designate) may be required to accompany the student.

School staff At least one out of three of the supervisors/chaperones must be school staff, the others may be parents, volunteers, etc.

Outside of province-insurance

4.4. In case of illness or accident outside the province, the Québec Health Care regime or the CNIHB Program might not cover all the costs incurred. Therefore, for trips outside the Province, it is mandatory to subscribe a private insurance coverage (e.g., such as Blue Cross) for all students for the entire duration of the trip. The cost of such insurance will be assumed or reimbursed by the CSB and must be included in the trip expenses to be financed. However, although the CSB may assist the parents and facilitate the obtention of insurance, it is the responsibility of the parents to make sure that their child is well insured. In no case will the CSB be held liable.

Passport- Outside Canada

4.5. Passports are mandatory for Canadian citizens who are traveling outside Canada and parents must ensure that their child has a valid passport. Although the application for obtaining a passport must be done by the parents, the CSB may the CSB may help them and facilitate the process. It will also assume or reimburse the cost of application.

Student's responsibilities

4.6. All Board policies, including those related to the use of alcohol, drugs, and other prohibited substances apply to all activities and the student must during the entire activity:

- a) respect the school code of conduct;
- b) conduct himself in a responsible, respectable and mature manner at all times;
- c) remain with his supervisor/chaperone, as required;
- d) respect curfews when applicable;
- e) pay for any damage that could result out of an irresponsible conduct;
- f) respect the appointment times for activities, travel, etc. when applicable.

Non-respect of the above may result in the student being sent home and the parents may have to assume the travel arrangements and any related costs.

Other arrangement

4.7. Students are required to follow the CSB school trip itinerary and stay with the group and a supervisor/chaperone as required. Students cannot make additional arrangements during the course of a school trip such as visiting a family member, etc. unless authorized by the School Principal. A written request from the parents must be submitted to the School Principal at least 1 week prior to departure from the community and this shall not interfere with the goal of the school trip.

[ID and contacts](#)

4.8. At all times during an non local activity, the student must carry:

- a) valid
 - health card;
 - Indian status card, if applicable;
 - passport, if applicable;
 - official ID with photo (which can be the health card, passport, etc.);
- b) the important and emergency phone numbers.

[Responsibilities of the supervisor/chaperone](#)

4.9. The supervisor/chaperone must:

- a) sign the Supervisor/Chaperone Agreement (*see **Annex C***);
- b) accompany the students to all scheduled events;
- c) ensure that the students are on schedule;
- d) monitor the behaviour of students;
- e) ensure that the students respect the school's code of conduct;
- f) ensure the safety and well-being of students;
- g) stay in the same hotel as the students;
- h) not have been convicted of a crime related to violence, crime that is sexual in nature, crimes against a child, etc. incompatible with the presence of vulnerable clientele. A criminal background check must be provided.

5) Funding

[Local activities](#)

5.1. All schools are allocated budgets for the funding of local activities.

[Student Engagement and Services](#)

5.2. Besides funding received from other sources, Student Engagement and Services may provide the following financial contributions for :

- a) **transportation:** for non-local and Regional activities. Note that Secondary 5 graduations are not eligible but elementary graduations are, and
- b) **meals and lodging:** for Regional activities only.

[Changes / authorization](#)

5.3. Any change of dates of the activity or other changes that might impact the funding made after approval from Student Engagement and Services, must be authorized by the Director of Education Services after consultation with the Coordinators of Student Engagement and Services.

6) Reports

[Final report](#)

6.1. The Organizer must submit the Financial and Activity Reports within 30 days of the completion of the local activity to the:

- a) School Principal, and
- b) concerned Director of School Regional Operations (DSRO).

6.1.1 When funding is provided by Student Engagement and Services, the Organizer must also provide the Financial and Activity Reports within 30 days of the completion of the activity to the:

- a) Director of Education Services;
- b) Coordinators of Student Engagement and Services, and
- c) Finance Department.

Student Engagement and Services will not provide funding for any other project of that school for the following year until all the reports of the funded activities are submitted.

[Incident report](#)

6.2. The Organizer must immediately report to the School Principal and the concerned Director of School Regional Operations (DSRO) any incident posing a risk to the safety of a student, supervisor/chaperon that occurred during a school trip. Student Engagement and Services shall also be informed for incidents that occur during a non local activity.

7) Expenses and Unused Funds

[Receipt books](#)

7.1. Any disbursement of funds to the participants must be registered in a receipt book with the date.

[Origin/source](#)

7.2. Any unused funds provided by:

- a) Student Engagement and Services: must be returned
- b) another organization: must be returned or used according to their funding agreement.

8) Application of this Policy

[Official version](#)

8.1. The official version of this Policy is kept by the Secretary-General of the Board.

[Responsibility](#)

8.2. Any person referred to in this Policy must abide by all its provisions and all managers of the School Board are responsible for ensuring that all its provisions are applied and respected.

The Deputy Director General (Pedagogy) is the person responsible for providing support in the interpretation of this Policy and for ensuring its revision when necessary.

These forms are provided for information purposes only and may be amended as necessary

Annex A

Request / School Trips

Please note that the request has to be submitted to the School Principal at least 5 working days prior to the activity or at least 20 working days for any non-local activity or activity involving overnight stays. For activities outside the 9 Cree communities, the request must be submitted no later than October 15th for an activity to take place before the following January 30th or no later than January 15th for an activity to take place until the end of the school year.

Information required for all activities
1) Name of the person(s) responsible for the activity:
2) Describe the relevance to class study or group activity and the objectives and/or purpose:
3) Grade(s), number of participating students and, if available, their names <i>(use additional sheet if necessary)</i> :
4) Destination:
5) Dates and times of departure and return:
6) Describe the type of supervision:
7) Describe any specific safety measures required:
8) List any special clothing, supplies or equipment needed:
9) Describe required transportation arrangements, if any:
10) For relevant information related to any student medical needs is the responsibility of the parents to provide information on any life-threatening allergy or other conditions (the parents must provide the necessary medication):
11) Proof of insurance, if applicable:
12) Other relevant information:
Information required for non-local activity involving overnight stay
13) Proposed itinerary <i>(use additional sheet if necessary)</i> :
14) Lodging required:
15) Number of supervisors/chaperones and their duties:
16) Estimate of total and per-student cost for the trip <i>(use additional sheet if necessary)</i> : <ul style="list-style-type: none">▪ cost of transportation:▪ food:▪ lodging:▪ equipment:▪ other contingencies:▪ Total:
17) Funding sources (e.g., local funding, parents' contribution):

Signature of the person responsible _____ Date: _____

Annex B
Authorization and Release Form

**ACTIVITIES OUTSIDE OF THE SCHOOL
AUTHORIZATION FORM FOR THE STUDENTS**

Information on the Activity / To be completed by the school
Proposed activity: _____ _____
Destination: _____
Departure time/date: _____
Anticipated time/date of return: _____
Special Requirements/Equipment: _____ _____
Person(s) in charge of the activity: _____

Authorization and Release / to be completed by the parent(s)
I authorize my child _____ to participate in the proposed activity and I: <i>Print the child's name</i>
a) accept the arrangements as noted above;
b) agree to not hold responsible the Cree School Board and its employees from damages and injury arising to my child during the activity;
c) certify that my child is physically fit and able to engage in this activity ¹ ;
d) agree that my child shall act in a responsible manner and follow all rules pertaining to this activity;
e) understand that violation of the rules may result in my child being sent home Non-respect of the above may result in the student being sent home and I may have to assume the travel arrangements and any related costs.

Medical condition(s), allergies, etc. (specify type:) _____

¹ If there is any particular needs please contact the School Principal

If medication has been prescribed, specify type and use: _____

Name of parent, tutor or legal guardian (printed): _____

Home telephone No: _____ Alternate telephone No. _____

Signature(s)

Date

Person(s) to be contacted in case of emergency if different from the parents:

Name

Relationship to the student

Home Phone: _____

Work Phone: _____

Annex C

Supervisor/Chaperone Agreement

I, _____, understand and accept the duties and responsibilities of being a supervisor/chaperone, and will be available to accompany the students during their trip.

My duties will be, but are not limited to:

- a) accompany the students to all the scheduled events;
- b) ensure that the students are on schedule;
- c) monitor the behaviour of students;
- d) ensure that the students respect the school's code of conduct;
- e) ensure the safety and wellbeing of students;
- f) stay in the same hotel as the students.

I understand that any posting of any picture, videos, etc. must respect the CSB Communications Policy.

I declare that I have not been convicted of a crime related to violence, crime that is sexual in nature, crimes against a child, etc. incompatible with the presence of vulnerable clientele. I understand that a criminal background check may have to be provided.

Supervisor/chaperone's signature

Date: _____

School Administrator's signature

Date: _____