

SCHOOL FIELD TRIPS

Introduction

Governing Boards have multiple tasks within a school, some of which are related to educational services (e.g. Field Trips).

Under Article 87 of the Education Act (EA), '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.' The Governing Board shall be consulted in the following instances:

Legal Context

	ACTIVITY CONDUCTED ON SCHOOL PREMISES		ACTIVITY CONDUCTED OFF SCHOOL PREMISES ('FIELD TRIPS')	
	Within regular schedule	Outside regular schedule	Within regular Schedule	Outside regular schedule
Governing Board Approval	No	Yes (Article 87 EA)	Yes (Article 87 EA)	Yes (Article 87 EA)
Examples			Museum Theatre Visit to a farm	Nature class Evening Theatre Play Trip

Approval Process



First, school staff participates in the development of the programming of educational activities (Article 89 EA) in collaboration with the school principal (Article 96.13 EA). Certain factors shall be taken into consideration (relevance to the educational project, activities authorized by the insurance company, special authorization to depart from the school calendar, if necessary, etc.). The school principal must also abide by the school board's policies or regulations concerning student safety. Then, the school principal shall submit the proposed programming project to the Governing Board for its approval (Article 87 EA). This procedure usually takes place at the beginning of the school year. Exceptionally, it could happen that one or more activities are added during the school year. In such instances, approval from the Governing Board is required.

Info-Flash Topics

- Powers of the GB
- Role of the PPO
- The School Budget
- Field Trips
- Bullying and Violence
- Fees charged to Parents

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Approval Authority

means that the Governing Board authorizes or refuses the programming project by evaluating its relevance to the educational project. The Governing Board's power is not limited to approving the activity or not ; it also takes into account the programming (type of outing, objectives, costs, etc.) as well as the number of activities. Field trips organized by daycare centers do not require approval by the Governing Board.

Organization

Once the programming has been approved by the Governing Board, the school principal, assisted by his school team, shall see to the organization of the educational activities (Article 96.12 paragraph 2 EA). Many components shall be taken into consideration by the school principal (parental authorization form, transportation, insurance coverage, specific rules pertaining to field trips, etc.). When necessary, parent assistance may be requested.

Costs

Concerning the charges to parents, each school board shall refer to its policy pertaining to financial contributions adopted in accordance with Article 212.2 of the EA.

Field Trips

Activities organized within the regular class schedule, between the daily time of arrival and departure of students, but which take place off school premises may be compulsory.

If these outings are compulsory, they must be free of charge, including costs related to transportation, entrance fees, etc. However, a voluntary contribution may be requested. Such activities shall not be limited to children whose parents have agreed to give a voluntary contribution.

If these outings are not compulsory, a fee may be charged. For students who do not participate in the activity, the school has the obligation to provide quality educational services in accordance with the Basic School Regulation. This shall not consist merely of student supervision or daycare service. When parents are unable to pay the required fee and the student wishes to participate in the activity, the school principal may intervene and set-up special measures to provide financial help.



Activities on School Premises

Educational activities under the Basic School Regulation which take place on school premises are normally free. In accordance with the policy pertaining to financial contributions, which has been adopted by every school board, fees may be charged for activities related to a special pedagogical project.

Educational activities under the Basic School Regulation shall be part of the school budget and expenses associated with such activities shall be financed by the school's revenue which comes from three sources: school board allocations (Article 275 EA), revenues derived from the provision of goods and services (Article 92 EA) and voluntary contributions received from the Governing Board.

When expenses incurred for the organization of activities are paid with revenues obtained through fund-raisers which are kept in a designated fund created for that purpose and the records of which are maintained by the school board, the Principal must obtain authorization from the Governing Board and provide a detailed account of debits and credits for this budget.

