



Directive on Field Trips and Excursions

Department responsible: School Operations	Approved by: _____ Director-General
Effective date: January 1 st 2003	Amended on: December 4, 2008
Reference: <i>Policy CC 2000/2001-43, 2001/02-07 and 2008/09-17</i>	

Underlined article numbers identify provisions already adopted by the Council of Commissioners

The Kativik School Board prioritizes the preservation of the Inuit culture and traditional skills. Any measure or action to ensure the transmission of this patrimony to the students must be encouraged and implemented.

The Board believes that the complete education of a student involves experiences beyond classrooms and textbooks in order to get the rudiments of survival in an environment where the climate changes. These activities must be provided with adequate safety measures considering that danger is part of the Nunavik territory. These experiences may be curricular, co-curricular or extra-curricular in nature.

The Kativik School Board and its schools may, from time to time, organize field trips and excursions for its students in this respect.

1. Premises

1.1 purpose This directive is to set the rules pertaining to organization of field trips and excursions, in order to set a framework for the organization of the activity and ensure that applicable security and safety standards are met at all times to ensure the safety of students and guides involved during the excursion.

1.2 definitions In this directive, the following expressions are defined as:

- a) **driver:** an assistant hired for the transportation of students during an excursion, by snowmobile, fourwheelers or otherwise;
- b) **guide:** a person responsible for the safety and learning of a group of students during an excursion;

- c) **day excursion:** an outdoor activity outside the community, not including a camping activity;
- d) **school administration:** the school principal, vice-principal or centre director at the regular sector.

2. General principles

- 2.1 [application](#) This directive applies to all excursions organized by a school or by a department, including activities organized within the culture and social studies programs.
- 2.2 [safety](#) Safety shall be given the highest priority for students and staff when planning or approving a trip or excursion. Supervision will be determined by taking into account the number of students, their age, their gender and the nature of the activity. Each adult leader is expected to provide reasonable supervision in the interest of each student and for the welfare of the entire group.

3. Annual planning

- 3.1 [excursion plan](#) At the beginning of each school year, an excursion plan should be prepared by the school administration (Principal and the Centre Director) in consultation with culture, language, and social studies teachers and in consultation with the Education Committee.
- 3.2 [prior approval education committee](#) Any excursion shall be approved by the Education Committee of the school prior to its implementation.
- 3.3 [kindergarten and cycle 1 & 2 \(yr 1\)](#) Only day excursions may be organized for kindergarten and Primary cycle 1 and 2 (first year).
- 3.4 [cycle 2 \(yr 2\) and secondary students](#) Day excursions and overnight excursions may be organized for students in Primary Cycle 2 (second year) and Cycle 3 as well as for secondary students.
- 3.5 [modification to the excursion plan](#) The Director of School Operations or his delegate discusses the excursion plan with the school administration to ensure the excursion activities comply with the KSB programs.

Procedure

- 3A) [submission of the excursion plan](#) *The excursion plan including trips outside Nunavik should be sent to the Director of School Operations by September 30th.*
- 3B) [maximal fund per student](#) *The excursion budget is separate from the regular school budget and is calculated by the number of students.*

4. Information on the activity

- 4.1 [detailed description/request for funds](#) During the school year, all excursions shall be described and proposed by the person responsible for the activity on a form called “Request for Excursion Funds” as shown in **Annex A**. This request must be filled out at least two (2) weeks before the excursion is to take place and must be approved by the Education Committee.
- 4.2 [information to the parents](#) Information regarding all activities in which students take part will be communicated to parents/guardians to allow them to make informed decisions regarding their permission for students to take part in trips.
- 4.3 [homeroom/specialist teachers](#) The homeroom or specialist teacher may accompany his students on an excursion trip with the school administration approval.
- 4.4 [mixed gender group](#) When the group is a mixed gender group, both male and female adults should accompany the groups for overnight excursions.

Procedure

- 4A) [content of the request for funds](#) *The form should indicate: the educational purpose and the description of the excursion, the names of the guides, and the expected expenses (gas, naphta, food, etc.).*
- 4B) [send the request](#) *The Request for Excursion Funds should be faxed to the department of School Operations at least one week before the first day of the excursion as planned.*

5. Required qualifications / guides and drivers

- 5.1 [guides qualifications](#) The guides accompanying the group should as much as possible have the following qualifications:
- a) first aid course or equivalent;
 - b) gun safety license (if guns are brought);
 - c) know the land very well.
- Priority shall be given to guides having such qualifications. The form as shown in **Annex B** must be filled by the guide.
- 5.2 [drivers qualifications](#) All drivers responsible for the transportation of students during an excursion must be 16 years old and over. Priority shall be given to drivers with valid drivers licence.
- 5.3 [student's own vehicle](#) A student may use his own vehicle with the approbation of the school administration. In such case, only the gas is to be reimbursed. However, should a student uses his vehicle for the transportation of other students accordingly to article 5.2, the rental fee for the vehicle is paid as per **Annex C**.

- 5.4 [education committee review](#) The Education Committee shall review all guides and drivers qualifications and recommend their hiring.
- 5.5 [KSB employee](#) An employee of the Board is not entitled to any fees paid as a guide or driver if he already receives a salary from the Board covering the same period

6. Preparation of the excursion

- 6.1 [number of guides required](#) The number of guides required for an excursion depends on the nature of the activity and are determined as follows but could be modified depending on the time of the year, conditions of the land, water, ice, snow and distance of the excursion trip:
- | | |
|-----------------------|--|
| a) canoe: | 1 guide per 4 students |
| b) boat (Peterhead): | 1 guide per 4 students (<i>captain is considered as a guide as well as each crew member</i>) |
| c) snowmobile: | 1 guide per 3 students |
| d) hiking: | 1 guide per 15 students at the secondary level
1 guide per 7 students at the elementary level |
| e) camping excursion: | 1 guide per 3 to 4 students (<i>each tent or igloo must have an adult supervisor</i>) |
- 6.2 [basic material to be supplied by guides](#) The following material, supplies and gear shall be supplied by guides for all type of excursion exceeding 10 kilometers:
- hunting knives
 - flashlight
 - axes
 - tools
 - HF radio
 - saw
 - rope
 - candle
 - maps
 - tarp
 - pots and pans
- in winter
- snow knife
 - shovel
 - ice chisel
 - snow shoes if applicable

- 6.3 [additional material to be supplied by guides for boating](#) When a canoe or a boat is used, the following additional material shall be supplied by the guides:
- two paddles
 - rope and life preserver (rescue)
 - anchor
 - tool to bail water
- 6.4 [additional material to be supplied by guides for camping](#) When the excursion includes a camping activity, the following material shall be supplied by the guides:
- tent
 - Coleman stove
 - Coleman lantern and mantel
- 6.5 [material to be supplied by the student](#) The following material shall be supplied by the student:
- mattress
 - sleeping bag
 - adequate clothing
- 6.6 [material to be supplied by KSB](#) The following material shall be supplied by KSB for every excursion:
- orienteering compass
 - whistle
 - GPS
 - batteries for the HF radio
 - one DOT approved lifejacket per person
 - fuel and naphtha
 - two (2) first aid kits
 - two (2) emergency kits, flares and waterproof matches
- 6.7 [food allocation per student](#) An allocation per student for food is set in **Annex C** and reflects the difference in cost of living of the communities. The guide has the responsibility to purchase the food respecting the food allocation and has to submit a detailed receipt. The Centre Director has the responsibility to supervise the purchases.
- 6.8 [authorized food](#) The food allocation is to purchase basic staple foods as suggested in **Annex D**. -The allocation shall not be used to purchase ammunition, cigarettes or junk food.
- 6.9 [ammunition](#) A guide can be provided ammunition for the use of teaching about hunting in accordance to regulations and safety policies on the use of firearms. Students with permits for the use of firearms can bring their gun on an excursion trip with the school administration and their parents' approval.

Procedure

- 6A) [list of supplies](#) *Just before departure, the person responsible for the excursion has to fill the list of supplies brought for the excursion. This form is shown in **Annex E**.*
- 6B) [traditional food](#) *Someone may be paid to make the bannock or other traditional food*

		<i>before the trip, but that money comes out of the total food budget for the trip.</i>
6C)	budget used	<i>The amount for food and gas must come from the total amount budgeted for the school.</i>
6D)	purchase at the co-op	<i>The person responsible for the excursion should go to the Co-op to sign the bill for the gas, food and naphta, and should mark "Excursion" right on the Co-op bill. Original invoices, bills or slips must be forwarded to the head office after they have been signed (approved) by the Centre Director or Principal.</i>
6E)	surplus of food	<i>Any leftover food after the completion of the excursion should be divided among the guides.</i>

7. Rental

- 7.1 [rates](#) For rental of equipment, the rates are established in **Annex C** and an agreement is signed accordingly (see **Annex F**).
- 7.2 [guide using his own equipment](#) A guide is entitled to receive an allocation for rental of equipment when he is using his own equipment, and this without affecting the fees as provided in section 8 below.
- 7.3 [Peterhead](#) The rental of the Peterhead does not include the fees as a guide for the Captain and for the other members.
- 7.4 [dog team](#) Guides who use their dog teams are paid for their salary and for the use of the dog team according to **Annex C**.
- 7.5 [wear and tear](#) All rates include all wear and tear cost or damages caused to any equipment rented by KSB.

Procedure

- 7A) [inspection by the CD](#) *Inspection of the condition of rental equipment must be done before the excursion by the Center Director.*
- 7B) [deposit in the school account](#) *The payment for the rental of equipment will be deposited in the account of the school by the Finance Department on the Thursday of the week following the reception of the Request for Excursion Funds.*

8. Fees

- 8.1 [and](#) [qui des ' drivers ' fees](#) The guides' fees for excursion are established in **Annex C**.

Procedure

- 8A) [delay of treatment/ payment of honorarium](#) *The guides' honorarium are processed through the central system of the KSB payroll Department. It must follow the regular procedure for the issuance of a cheque. The payment process requires a minimum delay of 15 days following the reception by the Department of the Staffing Form and the time sheet.*

9. Other requests

- 9.1 [grants to other organizations](#) Any surplus in the excursion fund of a school may be granted to other community organizations for youth activities with objectives related to teaching Inuit cultural and traditional skills.
- 9.2 [condition before granting any funds](#) The needs of the schools for excursions shall be met in all cases before granting money from an excursion fund for any other activity.
- 9.3 [form of the request](#) Any request concerning a surplus allocation must be submitted in the form of a resolution adopted by the Education Committee of the school for approval by the Executive Committee.

Procedure

- 9A) [additional funds](#) *If the school excursion needs exceed the budget allocation, the school may request additional funding from School Operations.*

10. Trips outside Nunavik and outside the country

- 10.1 [chaperons](#) The number of persons to accompany the students during a trip outside Nunavik or outside the country are determined as follows but could be modified depending on the nature of the activity and the destination:
- a) for Primary Cycles: at least one adult per four (4) students
 - b) for Secondary Cycles: at least one adult per (6) six students
- Teachers accompanying the traveling students must be their homeroom or specialist teachers. At least one Inuk adult should accompany the group. It is strongly recommended that at least one of the teachers accompanying the group have one year of experience or more with the Board.
- All chaperons must be approved by the Education Committee.
- 10.2 [passports](#) Passports are mandatory for Canadian citizens who are traveling outside Canada. All passports must be obtained by all travelers before departing from Nunavik.
- 10.3 [insurance](#) Each student has the responsibility to subscribe, at their own expenses, an additional medical insurance with a private company while traveling outside Canada. In case of casualty, the provincial regime only covers a portion of the medical costs in other countries. A private insurance will absorb the difference.

- 10.4 [approval and conditions](#) All projects outside the country of a given school year must be approved by the local Education Committee according to 3.2 and by School Operations by September 30th. The Conditions and terms under which they were approved must be respected. The trip length shall not exceed 10 school days including transportation. When the project is a class outing, at least 60% of the students in this class must participate.

In the event that a child has to be sent home, parent and the school administration, must be notified and the child must be accompanied by an adult on his return trip.

- 10.5 [financing](#) The entire funding of any project outside Nunavik must be entirely obtained by the students and teachers involved, under the supervision of the school Principal.

Procedure

- 10A) [passport application form](#) An application form can be obtained from any passport office, post office outlet or by Internet at: www.ppt.qc.ca
- 10B) [documents needed](#) The following documents must be attached to the application form:
 1) proof of citizenship (original birth certificate as delivered by the Government of Québec by the Directeur de l'État civil);
 2) two identical photographs one signed by a guarantor;
 3) the current fee in certified cheque or money order.
- 10C) [delay](#) All applications sent by mail to the Passport Office by mail are processed in Ottawa-Hull. A minimum of 10-day processing time after the application is received is necessary. The Passport Office will send the passport by Priority Courier.
- 10D) [information](#) For more information about passports call toll-free: 1-800-567-6868. For travel information, call the Department of Foreign Affairs' travel information line: 1-800-267-6788.
- 10E) [private insurance company](#) Among private companies offering travel insurance, the Blue Cross is offering this kind of coverage.

11. KSB liability

- 11.1 [towards students](#) A release of responsibility signed by the student's parents must be provided before a student may join an excursion. The waiver to be signed is shown in **Annex G**
- 11.2 [towards guides and drivers](#) Guides are considered employees of KSB. Should a guide or driver be victim of an accident during an excursion, the CSST coverage is applicable.
- 11.3 [towards equipment](#) Should part of the guide's material be destroyed or damaged during the excursion, KSB has no responsibility to indemnify the guide for his loss.

Procedure

- 11A) [keeping of the consent form](#) Consent forms should be kept on file by the CD for one year following the excursion.

12. Final report and Application of this directive

- 12.1 [final report](#) A report on each excursion has to be filled and sent to Curriculum Development Department on a form as shown in **Annex H**.
- 12.2 [previous provisions](#) The present directive replaces all other directives of the Board pertaining to this subject, while respecting the policies adopted by the Council of Commissioners where applicable. If such policies are adopted, the provisions of these policies will be integrated into this directive for the benefit of the reader.
- 12.3 [responsibility](#) Any person referred to in this Directive must abide to all its provisions and all managers of the School Board are responsible to ensure that all its provisions are applied and respected.

The Director of School Operations is the person responsible for providing support in the interpretation of this Directive and to ensure its revision when necessary.

Annex B
Application for Guides

In keeping with ongoing priority to safeguard students, all guides must undergo a reliability/screening check. This process may involve an investigation of personal information and requires your consent. The information will be held in strict confidence and you will have the opportunity to discuss the information obtained.

Personal data /

Name: _____

Date of birth: _____

Telephone number: _____

Qualifications

First Aid course: no yes

Gun safety permit: no yes # _____

Member of the Rangers: no yes # of years _____

Screening assessment and consent /

I authorize the Kativik School Board to conduct a verification on my personal record to ensure that I have not been convicted of a crime that could have a relation or impact on the safety of students.

Signature of the individual

Date

Approval /

The person named above is approved to work as a guide in the KSB's excursion program

Signature of the Principal

Date

Annex C
Fees, rates and allocations applicable
for excursions and field trips

Guides (fees):

excursion: \$25/hr up to a maximum of \$150 per day
 extra fee for overnight camping: \$50 per night

Drivers (fees):

excursion: \$15/hr up to a maximum of \$90 per day
 extra fee for overnight camping: \$50 per night

Rental (not including gas):

snowmobile: \$30/hr, up to a maximum of \$120 for the day
 four-wheeler: \$20/hr, up to a maximum of \$80 for the day
 canoe: \$30/hr, up to a maximum of \$120 for the day

Peterhead: \$150 per day (excluding the captain and the crew fees)
 speedboat: \$120 per day
 dog team: \$140 per day
 extra fee for overnight –dog team: \$50 per night
 miscellaneous: \$20/hr up to a maximum of \$80 per day

Allocation for equipment:

Gas: to be decided by the school administration depending on the land conditions
 Naphtha (spring / fall): One 4 litre container per guide per day
 Naphtha (winter): Two 4 litre containers per guide per day

Allocation for food:

	Kuujjuaq/ Kuujjuaraapik	Inukjuak, Puvirnitug, Umiujaq	9 other communities
1 day excursion			
Per student for the first five students	\$10.00	\$13.00	\$15.00
For each other student	\$5.00	\$6.50	\$7.50
Extra for overnight			
Per night per student for the first five students	\$15.00	\$19.50	\$23.00
For each other student	\$5.00	\$6.50	\$7.50

**Annex D Suggested
list of basic food for
excursions**

- 1) bannock
- 2) tea
- 3) sugar
- 4) salt
- 5) klik
- 6) wieners
- 7) chicken noodle soup
- 8) salted crackers
- 9) breads

Annex E
List of required
material for excursions

Date of excursion: _____

Number of students: _____

Basic material supplied by guides

Supplies	Number	Not required(√)	Required for Day excursions (√)
1) hunting knives			
2) flashlight			
3) axes			
4) saw			√
5) rope			√
6) candle			
7) maps			
8) tarp			√
9) pots and pans			
10) snow knife			√ (winter)
11) shovel			√ (winter)
12) ice chisel			√ (winter)
13) snow shoes			

Boating (additional material supplied by guides)

Supplies (minimum required)	Number	Not required(√)	Required for Day excursions (√)
1) two paddles			√
2) rope and life preserver (rescue)			√
3) anchor			√
4) tool to bail water with			√

Camping (additional material supplied by guides)

Supplies (minimum required)	Number	Not required(√)	Required for Day excursions (√)
1) tent			
2) snowshoes			
3) Coleman stove			√
4) Coleman lantern and mantel			

Material supplied by KSB

Supplies (minimum required)	Number	Not required(√)	Required for Day excursions (√)
1) orienteering compass			√
2) whistle			√
3) GPS			√
4) HF radio			
5) batteries for the HF radio			
6) one DOT approved lifejacket per person			√ (when boating)
7) fuel and naphtha			√
8) two (2) first aid kit			√
9) two (2) emergency kit, flares and waterproof matches			√

Filled by : _____
printed name

_____ *signature*

Annex F
EQUIPMENT- VEHICLE / RENTAL AGREEMENT

This rental agreement is made between the Kativik School Board represented by:

_____ *Print name* _____ *Position*

And

_____ *Lessor name* _____ *Address*

_____ *Social Insurance Number (SIN)* _____ *Address*

DESCRIPTION OF EQUIPMENT OR VEHICLE RENTED:

RATES and PAYMENT:

The School Board will pay for the rental as follows:

Daily: \$ _____

Hourly: \$ _____

Other: \$ _____

Additional information: _____

DURATION:

The rental is for a duration of: _____

Starting date: _____

ABSENCE OF RESPONSIBILITY OF THE BOARD: The School Board assumes no risk of loss or damage to the equipment or vehicle from any cause. All rates include damages caused to any equipment/vehicle rented by KSB as well as all wear and tear cost as provided in articles 7.5 and 11.3 of the KSB Directive on Excursion.

INSURANCE: The rental fee is deemed to include adequate Insurance coverage already covering the equipment or vehicle.

By: _____
Kativik School Board

By: _____
Lessor

Annex G
***Release to be signed
by the student's parents***
AUTHORIZATION FORM FOR THE STUDENTS AND THE PARENTS

School: _____ Community: _____

Activity: _____

Destination: _____ Date: from: _____ to: _____

Approved by the Education Committee and by the Centre Director

Date: _____

Resolution number: _____

***TO BE FILLED BY THE SCHOOL ADMINISTRATION:**

SUPERVISION:

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
#Adults	#Students	Ratio adult/student

Person(s) in charge: _____

Names of adults: _____

***TO BE FILLED AND SIGNED BY THE PARENT:**

STUDENT'S NAME: _____ Age: _____ Sex: M _____ F _____

Student's Quebec Health Insurance No: _____

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

If medication has been prescribed, specify type: _____

Passport number, if applicable: _____

Annex H

FINAL REPORT OF EXCURSION

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EXCURSION

1. Date of excursion:

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Date de l'excursion :

2. Place of excursion:

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Endroit de l'excursion :

3. Description of excursion:

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Description de l'excursion :

4. Students involved:

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Élèves participants :

How many:

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Nombre :

Levels:

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Niveaux :

5. What did the students learn?

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Qu'est-ce que les élèves ont appris ?

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