



Royal West Academy Guidelines and Procedures for Overnight Trips

Governing Board Approved
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Table of Contents

Definitions:	3
1. Preamble	4
2. Administration Responsibilities	4
2.1. Direct responsibilities.....	4
2.2. Delegated responsibilities	5
3. Teacher Trip Organizer (TTO) Responsibilities	5
3.1. Planning a Trip	5
3.2. Introductory Meeting for a Trip	6
3.3. Trip Sign-Up Procedures	6
3.4. Expected Parent/Guardian Involvement (for trips that involve communal Fundraising)	6
3.5. Itinerary	6
3.6. Estimated Cost of the Trip	7
3.7. Supervision During the Trip	7
3.8. Communication Prior To and During the Trip	7
3.9. Staff/Supervisor Student Ratios.....	8
3.10. Financial Reports (for trips that involve communal fund raising).....	8
3.11. Communal Fundraising.....	8
3.12. Providing Appropriate Matches for Family Exchanges (for Exchange Trips)	9
3.13. Accident Reports	9
3.14. Post Trip Responsibilities.....	9
4. Parent Responsibilities	10
4.1 Introductory Meeting for a Trip	10
4.2 Trip Sign-Up Procedures	10
4.3 Expected Parent/Guardian Involvement (for trips that involve communal Fund Raising).....	10
4.4 Fundraising (for trips that involve communal fund raising).....	11
4.5 Financial Reporting (for trips that involve communal fund raising)	11
4.6 Payment Schedule	11
4.7 Financial Consequences When a Student is Removed from a Trip.....	11
4.8 Trip Cancellation	12
4.9 TTO - Supervisors' Expenses Covered by Parent/Guardian.....	12
4.10 Declaration of Medical or Dietary Issues	12
4.11 Insurance (cancellation, medical)	12
4.12 Passport and Consent to Travel For Trips Leaving Canada.....	12
4.13 Behaviour Contract	13
4.14 Communication Prior To and During the Trip	13
4.15 Parent/Guardian Trip Evaluation Report.....	13
5. Student Responsibilities	13
5.1. Participation for an Overnight Trip	14
5.2. Disciplinary Actions.....	14
5.3. Homework Assignments While On Exchange/ECA/Subject Trips and Informing Teachers of Absence.....	14
5.4. Student Evaluation of Exchange, Subject and ECA Trips.....	14
Forms Annex	15



Definitions:

Defined Term	Definition
EMSB	The English Montreal School Board is the school board under which RWA operates.
Exchange host family	A family hosting a RWA student on an Exchange trip.
Exchange staff supervisors	Staff responsible at the host school on an Exchange trip.
Exchange trip	An extended trip, paired with another school, involving home stays with families from both schools.
Governing Board (GB)	The body established at RWA according to the Education Act composed of the principal, parents, teachers, representatives of both the non-teaching professionals and support staff, students and community representatives who work in partnership to ensure that all students receive the best possible learning opportunities.
Grade level trip	A two to five day trip providing an educational and cultural experience and recommended to all students in that grade.
Parent/guardian	The person(s) who has the legal authority (and the corresponding duty) to care for the interests of a youth enrolled at RWA.
RWA Administration	Non-teaching staff that are responsible for RWA administration; includes the Principal and two Vice Principals.
RWA host family	An RWA family hosting an Exchange trip student.
Student	An individual enrolled at Royal West Academy.
Subject or Extra-Curricular Activity (ECA) related trip	An extended trip that does not miss more than three days of school. The purpose is to provide an educational and cultural experience relating to a subject or ECA.
Supervisor	A Supervisor is defined as an adult and may be a teacher, teacher's spouse, school administrator, parent/guardian, host family, retired staff member, specialist, or guide provided by RWA.
Treasurer	Parent that records and reports amounts collected by a staff member.
Teacher Trip Organizer (TTO)	The RWA staff member who is responsible for organizing and leading a school trip.



1. Preamble

RWA encourages school trips and activities that support student learning and development of an academic, social, personal, athletic, cultural and environmental nature. The safety and security of all participants is the number one priority during a trip.

RWA offers a range of experiences involving single-day class outings to extended trips outside of North America, some of which are two-way exchanges with visiting students. Trip costs may be subsidized in order to ensure a student's participation in grade-level trips.

It is important to note that according to the Education Act, the school's Governing Board is responsible for approving the scheduling 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 the premises (Article 87 of the Quebec Education Act).

The terms and conditions outlined in these procedures shall also apply to the Administration, Teacher Trip Organizer (TTO), and Supervisors, to the extent applicable. As well, the TTO shall use his/ her best efforts to inform the Exchange staff supervisors of the receiving schools of the duties/obligations of supervisors pursuant to this policy. All students participating in a trip and their parents/guardians are required to agree to the terms and conditions of this policy prior to the student departing the school or commencing travel with the group.

2. Administration Responsibilities

2.1. Direct responsibilities

- Designating the appropriate number of experienced, qualified Supervisors.
- Ensuring that a Declaration Concerning a Judicial Record is provided for each Supervisor who is not an EMSB employee, at least 60 days prior to departure.
- Ensuring that there are two supervisors per full bus.
- Ensure that the EMSB's tendering process is adhered to.
- Submitting a Synopsis of a Trip Form (see Annexes) to the Governing Board (GB) for approval at the May calendar meeting including dates, destination, purpose etc.
- Following GB approval, submitting a synopsis to the Regional Director and *Comité de taxe scolaire de l'île de Montréal* at least 60 days prior to departure.
- Following approval by the GB and the Comité, the Administration will post the synopsis on the school website.
- Ensuring that the trip adheres to the *RWA Trip Policy* prior to the commencement of travel.
- Ensuring that supervision is in place at school for students not attending the trip.
- Undertaking an operational and financial review of the trip.
- Approval of the Teacher Trip Organizer (TTO).



2.2. Delegated responsibilities

The RWA Administration will designate a TTO who will carry out the following responsibilities for each trip:

- Adequately inform parents/guardians in advance of the details of the trip including financial contribution, pedagogical value, schedule and supervision measures.
- Obtain written authorization from the parent/guardian of students participating in the trip via the Permission to Travel (see Annexes).
- Ensure adequate insurance coverage as per the *EMSB Risk Management Plan*.
- Ensure that all passports and visas, if required, are valid for the trip and at least six months after the trip.
- Ensure that medical and required immunization information is available to all participants.
- Verify that appropriate medical provisions are in place for students who have specific medical issues.
- Ensure that all trip completion procedures are followed including submission of a final report by the TTO and destruction of confidential information as per EMSB policy.
- The TTO will ensure that all non-teacher supervisors will fill out the Declaration Concerning a Judicial Record form.

3. Teacher Trip Organizer (TTO) Responsibilities

The TTO must be a current full-time teacher at Royal West Academy and will have the following responsibilities:

3.1. Planning a Trip

- The TTO must submit a Trip Synopsis Form (see Annexes) to the Administration prior to the May GB meeting of the school year prior to the planned trip, for trip approval.
- For trips outside Canada, the following procedure must be respected.
 - Prior to the organization of the trip, verification of Canada's travel advisory status must have been made on the website of Foreign Affairs and International Trade Canada at the following address: www.voyage.gc.ca.
 - The country or part of the country visited must not be the object of a warning of the following type:
 - "avoid non-essential travel"
 - "avoid all travel"
 - The web page confirming the status of the country must be consulted 24 hours before the departure and a copy must be submitted to the administration and kept with the documentation regarding the trip.



3.2. Introductory Meeting for a Trip

For Exchange, Subject and ECA Trips the TTO must hold an introductory meeting and will present an outline of the trip to interested parents/guardians and/or students. This trip outline will include: trip philosophy, a proposed itinerary of the trip, estimated expenses, parent/guardian responsibilities, fundraising activities, preliminary immunization information (if applicable), estimated number of students, and estimated number of teachers. (No example available for now)

3.3. Trip Sign-Up Procedures

- In general students are enrolled in a trip on a first come/first served basis. In the event that there are more students than places available, a selection mechanism will be proposed to the administration by the TTO.
- The TTO shall:
 - Distribute the required information for the trip.
 - Distribute and collect the appropriate forms for the trip (see Annexes)
 - Collect the required non-refundable deposit that will be between 25% and 50% depending on the estimated cost of the trip.

3.4. Expected Parent/Guardian Involvement (for trips that involve communal Fundraising)

At the initial trip meeting, the TTO will outline the expected roles and functions to be provided by each parent/guardian participant in the planning of the trip. Parent/guardian volunteers will choose amongst the following positions (where appropriate there may be more than one participant for a role):

- Treasurer
- Recording Secretary
- Fundraising Coordinator for each fundraising activity
- Itinerary Coordinator (for Exchange Trips)
- Student Matching (for Exchange Trips)
- Hosting Activities Coordinator (for Exchange Trips)

3.5. Itinerary

- The TTO will plan activities for the trip in consultation with the Itinerary Coordinator (Exchanges). Once planned, the trip itinerary will be presented to the parents' group for discussion and approval.
- The itinerary will maximize the students' trip experience while respecting the initial cost estimate.
- For exchanges, subject and ECA trips, the TTO will ensure that the itinerary maximizes the interaction experience with families and local culture.



3.6. Estimated Cost of the Trip

- The TTO will present to the group the estimated cost of the entire trip broken down into each component (transportation, meals, tours, activities, side trips, teacher expenses, insurance, tips, etc.).
- An estimate will be given for a student's total trip cost.
- For exchange trips, an estimate of the cost for hosting the visiting school group will be provided (generally this expense is covered by group fund raising activities).
- The TTO will provide a payment schedule for the duration of the planning phase of the trip.

3.7. Supervision During the Trip

- Supervisors' decisions will be based on the best interest of the students.
- Except in an emergency, an unforeseen circumstance, or illness, all Supervisors will accompany the students on all flights and excursions and must stay in the same city as the students throughout the duration of the trip unless otherwise stated in the Itinerary.
- As specified in the itinerary, there may be times during the trip when the students are not being directly supervised (they are on their own), but the students will know where the Supervisors are, and will be able to contact the Supervisors in case of emergency.
- If a student becomes ill, and cannot accompany the group, a Supervisor must stay with that student until he/she is able to rejoin the group or is picked-up by a parent/guardian.
- If the student group breaks up into smaller groups for activities or excursions, the Supervisors must maintain the same Supervisor/student ratio as the original large group unless otherwise stated in the itinerary.
- The Supervisors, in coordination with the TTO, are expected to fulfill their supervising responsibilities for the entire duration of the trip.
- The TTO will keep a copy of student medical information (as provided in Section 4.10) and travel information with him/her throughout the trip

3.8. Communication Prior To and During the Trip

For All Trips

For the duration of the trip, the TTO will have a cell phone, or have access to a land-based communication link that will be accessible most of the time.

In the event of an emergency, there will be a chain of communication in place so that information can be disseminated quickly and accurately to parents/guardians.



For Exchange, Subject and ECA Trips Involving Communal Fund Raising

- A meeting agenda will be distributed to the parents group at least two days prior to regularly scheduled parents meeting.
- Meeting minutes must be taken by the volunteer parent/guardian trip Secretary at all parent/guardian meetings and distributed to the group prior to the next meeting
- The first issue on the meeting agenda will be a review and acceptance of the previous meeting minutes.
- Any new information related to the trip which involves changes from the original, approved plan, must be voted on by parents.

3.9. Staff/Supervisor Student Ratios

- The Supervisor/student ratio will be determined based on the trip destination and the number and age of students.
- There must be a sufficient number of Supervisors in the event that one is required to leave the group to remain with a student who is ill or unable to join the group, so that there will be a suitable supervision ratio remaining.

3.10. Financial Reports (for trips that involve communal fund raising)

- A Financial Report will be presented at each meeting including income and expenses.
- Financial reports will be sent via email regularly (frequency decided as a group)
- Financial reports must include:
 - Individual fundraising activity details contributed to the communal account (*title, date, duration*)
 - Number of participants
 - TOTAL amount raised
 - Amount of costs incurred, *where applicable*
 - NET profit
 - Supervisor expenses
 - Net disbursement per participant
 - Balance sheet.

3.11. Communal Fundraising

The TTO and the parents may suggest several fundraising activities to reduce the total cost of the trip. Fundraising events will be suggested based on an appropriate return for the time and organizational effort required.

The TTO will designate at least two parent/guardian volunteers to be responsible for the organization and collection of the funds raised and submission of a fundraising report.



3.12. Providing Appropriate Matches for Family Exchanges (for Exchange Trips)

- Parent/guardian volunteers will serve on the student matching committee.
- Every effort will be made to place each exchange student with a student of the same gender.
- RWA Host Families must complete a Host Family Evaluation Form (see Annexes) to confirm that they:
 - Have adequate space to host a visiting student comfortably.
 - Will be expected to invest time with the students during their stay.
 - Are required to participate in activities organized by RWA.
- The TTO will encourage receiving schools to screen potential Exchange host families in a similar fashion.
- The TTO will ensure that all information regarding the visiting students will be available to the RWA host families and exchange host families as early as possible. This information must include medical issues including allergies and conditions needing attention as well as general information about the visiting student.
- The TTO will also ensure that all pertinent information concerning the RWA students is conveyed to the receiving exchange supervisor and host families as early as possible.
- It is an essential element of an Exchange Trip that students and their families make contact with their exchange student and family well in advance of the trip.

3.13. Accident Reports

In the event of an incident or accident or injury during a trip or while exchange students are visiting RWA, an Accident Report (see Annexes) must be completed by the TTO within 24 hours and submitted to the Administration upon return from the trip. (One form per each injured member of the party).

3.14. Post Trip Responsibilities

- The TTO will submit a report to the administration. This report will include a summary of any unusual circumstances or behavioral issues, and recommendations for future trips to the same location.
- TTO will ensure that all confidential information has been disposed of as per EMSB policy.



4. Parent Responsibilities

This section addresses responsibilities and obligations on the part of the parents/guardians of participating students.

4.1 Introductory Meeting for a Trip

For Exchange, Subject and ECA Trips, a parent or guardian must attend an introductory meeting held by the TTO. At this time, an outline of the trip will be presented to interested parents/guardians and/or students. The trip outline will include: trip philosophy, a proposed itinerary of trip, estimated expenses, parent/guardian responsibilities, fund raising activities, preliminary immunization information (if applicable), estimated number of students and estimated number of teachers.

4.2 Trip Sign-Up Procedures

All parents/guardians must:

- Complete and submit all the appropriate forms for the trip within the requested timelines (see Annexes).
- Submit the required deposit which will be between 25% and 50% depending on the estimated cost of the trip by the date specified by the TTO. Trip deposits must be submitted by cheque payable to RWA and must clearly specify the student, home room and the name of the trip. Trip deposits are non-refundable. If a parent/guardian cannot provide the required deposit due to temporary difficulties, an extension may be granted by the TTO for a one-time extension of 30-days.

4.3 Expected Parent/Guardian Involvement (for trips that involve communal Fund Raising)

- At the initial trip meeting, the TTO will outline the expected roles and functions of the parent/guardian. Parents/guardians will choose amongst the following positions (where appropriate there may be more than one participant for a role):
 - Treasurer
 - Recording Secretary
 - Fundraising Coordinator for each fundraising activity
 - Itinerary Coordinator
 - Student Matching (for Exchange Trips)
 - Hosting Activities Coordinator (for Exchange Trips)
- All parents/guardians are expected to attend meetings and participate in related activities.



4.4 Fundraising (for trips that involve communal fund raising)

- For each fundraising activity there will be a parent/guardian Fundraising Coordinator.
- For each fundraising activity at least two parent/guardians will be responsible for the submission of a Fundraising Report (not available yet) to the Treasurer. As per EMSB Cash Handling Policy, only EMSB employees are permitted to count and deposit cash.

4.5 Financial Reporting (for trips that involve communal fund raising)

- The parent/guardian volunteer Treasurer will present a Financial Report (not available yet) including income and expenses at each meeting.
- The Financial Report will be sent regularly via email (frequency to be decided as a group).
- Financial Reports must include:
 - Individual fundraiser details (*title, date, duration*)
 - # participants
 - TOTAL amount raised
 - Amount of costs incurred, *where applicable*
 - NET profit
 - Supervisor expenses
 - Net disbursement per participant
 - Balance sheet

4.6 Payment Schedule

After a deposit has been made, all other payments are required by the date set by the TTO. A parent/guardian who misses a payment without notifying the TTO in writing about a late payment due to unforeseen circumstances may be granted an extension no longer than seven days. Seven days following a missed payment, the student will be removed from the trip and will forfeit their deposit.

4.7 Financial Consequences When a Student is Removed from a Trip

If a parent/guardian decides to remove their child from a trip, no refund of any deposit, fundraising or any other monetary contributions will be forthcoming to the parent/guardian unless a replacement can be found without any additional cost to other participants. This also applies to student-directed fundraising programs such as Fundsript or other such programs in which funds are accumulated specifically for a student. Balances from personal fundraising may be applied to a future trip.

In addition, the parent/guardian will be held financially responsible for their proportionate share of all financial payments for the committed costs relating to the trip. This is to ensure that the rest of the trip participants are not obligated to increase their



share of the trip costs.

This section also applies to a student who is removed from a trip because of a violation of the code of behaviour. In this case, there will be no refund.

4.8 Trip Cancellation

In the unlikely event that a trip is cancelled by RWA, the parent/guardian will receive their respective proportionate share of unspent funds remaining in the trip account, less arrears where applicable.

4.9 TTO - Supervisors' Expenses Covered by Parent/Guardian

- Trip fees will cover the TTO/Supervisors' travelling costs, and every attempt will be made to keep these costs (i.e., transportation, accommodations, meals etc.) to a minimum.
- The TTO and Supervisors' personal expenses will not be covered. It will be clear from the outset which specific expenses are covered by the trip budget.
- The TTO and supervisors shall not assume any costs associated with the organization of a school trip.

4.10 Declaration of Medical or Dietary Issues

- Parents/guardians shall complete the Medical Information/Emergency Contacts/Authorization Form (see Annexes). Original forms remain at the school. A clear copy is provided by RWA and shall accompany the TTO.
- Parents/guardians must ensure that their child is equipped with their Medicare card on all Canadian trips.
- Parents/guardians must ensure that students with allergies are equipped with 2 Epipens and a MedicAlert bracelet, if needed.
 - Epipens must be carried with the student and a Supervisor at all times.
 - Medi Alert bracelets must be worn at all times.
- Vaccinations: Parents/guardians must be informed as early as possible about vaccinations and preventive medicines required for a trip. They must agree, and provide proof that their child has received all recommended vaccinations and preventive medicine as required. RWA Administration may refuse participation in a trip to a child who has not followed the recommendations of a Travel Medical Clinic.

4.11 Insurance (cancellation, medical)

- For all trips outside Quebec, mandatory comprehensive insurance must be purchased from the EMSB.

4.12 Passport and Consent to Travel For Trips Leaving Canada

- For trips leaving Canada, the parent/guardian must ensure that their child has a



passport that is valid for six months after the return date of the trip. In addition, by three months prior to the trip the parent-guardian shall submit two photocopies of the passport, one of which will be brought on the trip by the TTO and one of which will be kept with the administration during the trip.

- Parent/guardian must have signed the Permission to Travel Form (see Annexes) which gives RWA permission to travel with the student. This shall be submitted to the TTO along with the passport copies.

4.13 Behaviour Contract

- Parents/guardians must have signed, along with their child, a Behavioural Contract (see Annexes) that outlines expected behaviour and the consequences of unacceptable behaviour.
- In extreme circumstances, violations of the Behavioural Contract can lead to a student being sent home with a Supervisor, if required, or that a parent/guardian would be obligated to retrieve the child then accompany him/her home. All expenses incurred as a result of a student being sent home, including the Supervisor's expenses, will be the responsibility of the parent/guardian.

4.14 Communication Prior To and During the Trip

For All Trips

- A group notification system (using email or phone) will be used to disseminate critical information to parents or guardians.

For Exchange Trips

- Meeting Minutes must be taken by the volunteer parent/guardian trip secretary at all meetings and distributed to the group no later than two weeks post meeting.
- The first issue on every Meeting Agenda will be a review and acceptance of the previous meeting minutes.
- Any new information received prior to departure which involves changes from the original, approved plan, must be voted on.

4.15 Parent/Guardian Trip Evaluation Report

For Exchange, Subject and ECA trips, there will be a parent/guardian evaluation (Activities and Financial) within four weeks after the trip completion. There will be a Parent/Guardian Trip Evaluation Form (see Annexes).

5. Student Responsibilities

This section addresses responsibilities and obligations of the students participating in trips and in all activities leading up to the trip, during travel and upon return:



5.1. Participation for an Overnight Trip

- Students are expected to participate in all activities related to a trip.
- Student participation is based on the following criteria:
 - Attendance: Too many unwarranted absences or work not being up to date may result in the student being removed from the trip.
 - Overall Academic Standing: Students' grades must be in good standing.
- Behaviour & Attitude: Students must exhibit a positive and cooperative attitude in order to participate and must sign a Behavioural Contract (see Annexes).
- All school fees must be paid before a student participates in any school trip.
- The decision to remove a student from a trip will be made by the administration in consultation with the RWA staff.

5.2. Disciplinary Actions

Students shall be expected to follow conduct rules that apply in school or during school-related activities. Students who violate these rules during a trip are subject to regular discipline, including, but not limited to being sent home with a Supervisor, if required, at parent/guardian expense.

5.3. Homework Assignments While On Exchange/ECA/Subject Trips and Informing Teachers of Absence

It is the student's responsibility to take the initiative in arranging with all of his/her teachers for make-up work and for completing any make-up work either before the trip or within the time established by a teacher after the trip. Teachers may designate such make-up work to occur before or after school, during the student's lunch period, or any other mutually agreeable time. A Pre-Arranged Absence Form must be signed by teachers and the parent/guardian and returned to the TTO (see Annexes).

5.4. Student Evaluation of Exchange, Subject and ECA Trips

For Exchange, Subject and ECA trips, students will be asked to provide an Evaluation of the trip that will be submitted to the TTO via the Student Trip Evaluation Form (see Annexes).



Forms Annex

Note: Additional forms will be added to the Annex in subsequent updates of this guideline.

Form Title	Form #
Trip Synopsis Form	1
Pre-Arranged Student Absence Form	2
Permission to Travel	3
Accident Report	4
Medical Information Form/ Emergency Contacts/ Authorization Form	5
Special accommodations / dietary needs / preferences	6
Behavioural Contract	7
Host Family Evaluation Form	8
Parent/Guardian Trip Evaluation	9
Student Trip Evaluation	10
Parent/Guardian Evaluation for Exchange Program	11
Student Evaluation for Exchange Program	12
Agenda for Introductory Meeting	13
Financial Report	14
Fundraising Activity Report	15



**Annex - Form 1
SYNOPSIS OF A TRIP**

Name of the School Board: _____ English Montreal School Board _____

Establishment's Name: _____

Number of students: _____ School Level: _____

Age of the students: _____

Number of guides: Employees:

Volunteers:

Starting Date: _____ Ending Date: _____

Means of transportation: Bus Train Plane

Destination
(country, city of country area): _____

Transportation between the sites: Car Train Boat
 Bus Plane

Type of lodging: _____

Approximate Cost: _____

Pedagogical Relevance: _____

Verification of the warning: www.voyage.qc.ca (attach copy)

Organizer Director of the Establishment

N.B. this form must be submitted to the Comité de gestion de la taxe scolaire de l'île de Montréal
at least 60 days before the starting date.

Please check off the following Faxed to Comité de gestion de la taxe scolaire de l'île de Montréal (514) 384-2139
Faxed to Regional Office (514) 483-7393



Annex- Form 2
PRE-ARRANGED ABSENCE

Date _____ Student Name _____

Dear teachers,

This is to advise you that the above mentioned student will be absent from school between _____ and _____ because he/she is attending a school trip. By signing the table below you are indicating that this student has made arrangements with you to make-up assignments and tests either before or after the trip.

Teacher	Subject	Student made arrangements (please circle)		Teacher's Initials
		Yes	No	

The form must be:

- 1) Signed by the parent(s) or guardian(s)
- 2) Signed by all teachers
- 3) Returned to the Teacher Trip Organizer (TTO).

PARENT/GUARDIAN: We ask that you sign this form indicating your awareness and knowledge of your son's/daughter's responsibilities for make-up work.

Signature of parent/Guardian

Date

Name of parent/guardian (please print)



**Annex - Form 3
PERMISSION TO TRAVEL**

Montreal, _____
(date)

To whom it may concern,

I, _____, parent/guardian of
_____, allow my son/daughter to travel
along with the chaperones mandated by Royal West Academy

(names of chaperones)

to _____ from _____.

(destination) (duration of the trip)

You may contact me at this number in Canada if you require additional information:

Sincerely,

Signature of father: _____ Date: _____

Father's full name (please print): _____

Signature of mother: _____ Date: _____

Mother's full name (please print): _____

Signature of guardian (if applicable): _____ Date: _____

Guardian's full name (please print): _____



ACCIDENT REPORT



RÉGIME DE GESTION DES RISQUES DES COMMISSIONS SCOLAIRES ET DU COMITÉ DE GESTION DE LA TAXE SCOLAIRE DE L'ÎLE DE MONTRÉAL RISK MANAGEMENT PLAN OF THE SCHOOL BOARDS AND THE COMITÉ DE GESTION DE LA TAXE SCOLAIRE DE L'ÎLE DE MONTRÉAL

SOUS TOUTES RÉSERVES
WITHOUT PREJUDICE

RAPPORT PRÉLIMINAIRE D'ÉVÉNEMENT / PRELIMINARY EVENT REPORT

DATE DATE	J/D M/M	AY AY	HEURE TIME	COMMISSION SCOLAIRE SCHOOL BOARD	ÉCOLE SCHOOL	CODE ÉCOLE SCHOOL CODE
--------------	------------	----------	---------------	-------------------------------------	-----------------	---------------------------

Préscolaire / Preschool
 Service de garde / Daycare
 Primaire / Elementary
 Secondaire / High School
 Professionnel / Centre adultes / Technical or Professional / Adult Centre

RENSEIGNEMENTS SUR LE SUJET / INFORMATION ON PERSON REFERRED TO

CODE PERMANENT DE L'ÉLÈVE / STUDENT PERMANENT CODE

NOM / NAME PRENOM / GIVEN NAME ÂGE / AGE SEXE / SEX

ADRESSE (numéro, rue, ville, code postal) / ADDRESS (no., street, city, postal code) TÉLÉPHONE / TEL. NO.

NOM DU PÈRE OU DE LA MÈRE / NAME OF FATHER OR MOTHER ADRESSE (numéro, rue, ville, code postal) / ADDRESS (no., street, city, postal code)

ENDROIT DE L'ÉVÉNEMENT / LOCATION OF THE EVENT

1. Cour / Playground
 4. Atelier / Workshop
 7. Ailleurs : / Elsewhere :
 2. Gymnase / Piscine / Gymnasium / Pool
 5. Escalier / Corridor / Vestiaire / Toilette / Stairs / Corridor / Cloak room / Washroom
 (Hors du terrain de l'école / Away from school property)
 3. Classe / Bibliothèque / Laboratoire / Classroom / Library / Laboratory
 6. Autre : / Other :

ACTIVITÉS DU SUJET AU MOMENT DE L'ÉVÉNEMENT / ACTIVITIES OF PERSON REFERRED TO AT THE TIME OF THE EVENT

1. Activités en classe / Class activities
 4. Éducation physique / Physical education
 7. Sortie éducative / Field trip
 10. Autre : / Other :
 2. Sports organisés / Organized sports
 5. Travail en atelier / Workshop
 8. Bousculade / Bagarre / Hustle / Altercation
 3. Jeux libres / Récréation / Unorganized plays / Recess
 6. Entrée / Sortie / Entrance / Exit
 9. Service de garde / Daycare

DESCRIPTION SOMMAIRE DE L'ÉVÉNEMENT / BRIEF DESCRIPTION OF THE EVENT

DESCRIPTION SOMMAIRE DE L'ÉVÉNEMENT / BRIEF DESCRIPTION OF THE EVENT

DOMMAGES MATÉRIELS / PROPERTY DAMAGES :

NATURE ET LOCALISATION DE LA BLESSURE / NATURE AND LOCATION OF INJURY

1. Douleurs / Pains
 4. Entorse / Sprain
 1. Tête / Head
 4. Dents / Teeth
 7. Pied / Foot
 10. Corps / Body
 2. Contusion / Echymose / Contusion / Bruise
 5. Fracture / Fracture
 2. Yeux / Eyes
 5. Bras / Arm
 8. Jambe / Leg
 11. Nez / Nose
 3. Coupure / Laceration
 6. Autre : / Other :
 3. Bouche / Mouth
 6. Main / Hand
 9. Dos / Back
 12. Autre : / Other :

TEMOINS / WITNESSES

NOM / NAME ADRESSE / ADDRESS

NOM / NAME ADRESSE / ADDRESS

SOINS PRODIGÉS / CARE GIVEN

1. À l'école / At school
 4. Par l'infirmière / By nurse
 Parents avisés / Parents notified
 Oui / Yes
 Non / No
 2. À l'hôpital / At hospital
 Description des soins prodigués : / Description of care given :
 Heure : / Time :
 3. Par le médecin / By doctor
 Police avisée / Police called
 Oui / Yes
 Non / No

SURVEILLANT EN DEVOIR / SUPERVISOR ON DUTY

FORMULAIRE REMPLI PAR / FORM COMPLETED BY

NOM / NAME TÉLÉPHONE / PHONE NO. NOM / NAME TÉLÉPHONE / TEL. NO.

SIGNATURE DE LA DIRECTION / SIGNATURE OF SCHOOL PRINCIPAL DATE TÉLÉPHONE DE L'ÉCOLE / SCHOOL TEL. NO.

COPIE 1 : Comité de gestion de la taxe scolaire de l'île de Montréal / 1st COPY
 COPIE 2 : commission scolaire / 2nd COPY : School Board
 COPIE 3 : école / 3rd COPY : School

05/09/26 - PROJET/PROJECT



Medical Information/Emergency Contacts/Authorization Form

Activity: _____ HR: _____ Date: _____

Participant's Name: _____ Sex: M ___ F ___

Age: _____ Weight: _____ Height: _____

Health Insurance Number: _____ Exp: _____

Passport number (if applicable): _____

Mother	Father
Name: _____ First Name: _____ 📞 Home: _____ 📞 Work: _____ 📞 Cell: _____	Name: _____ First Name: _____ 📞 Home: _____ 📞 Work: _____ 📞 Cell: _____
Other	Other
Name: _____ First Name: _____ 📞 Home: _____ 📞 Work: _____ 📞 Cell: _____	Name: _____ First Name: _____ 📞 Home: _____ 📞 Work: _____ 📞 Cell: _____

Is participant suffering from any illness or problem? If so, please specify (asthma, allergies, etc.) Please attach any additional information. _____

Dietary Requirements: _____

Summary /Description of Activity _____

The said activity involves the following risks: _____

I am aware of and accept the risks involved in the above activity. Yes No

EMERGENCY

In case of emergency, should it be necessary to take participant to any hospital or doctor's office, we undertake to get in touch with his or her parents as quickly as possible. Should it be impossible to do so, the undersigned authorizes us to have emergency medical care given to participant, where prescribed by a medical practitioner deeming same to be necessary. Any ambulance charges shall be chargeable to participant or to his or her parents.

I AGREE TO (NAME) _____ TAKING PART IN

THE ACTIVITY OF _____

SIGNATURE: _____ DATE: _____

NAME IN BLOCK LETTERS: _____



Annex - Form 7
Behavioral Contract for Students Attending a Trip

Student Name: _____

Date: _____

I contract to the following:

1. Not to be in possession of or use illicit drugs or alcohol during the above school activity.
2. Not to smoke or be in possession of cigarettes or tobacco during the above school activity.
3. Not to be, at any time, in or immediately outside of the hotel/motel room of a member of the opposite sex.
4. Not to leave the hotel/motel grounds at any time except to travel as a group by means decided by the chaperones.
5. Ensure that my behavior is such that I will not cause harm to others, and that I will show respect for other guests, employees, and property.
6. Assume the responsibility for loss or damage of property when my actions have caused the loss or damage.
7. To act responsibly at all times and to conduct myself in a way that will not cause embarrassment to me, my family, or my school.
8. Not to diverge from the planned course of events without permission of the teacher in charge, and to respect time deadlines.
9. Not join or meet with anyone other than the members of the Royal West group-including family.
10. To always be in a group of 4 or more when not in the presence of an adult supervisor.
11. Respect the curfew times as set by the hotel/motel management and Trip Teacher Organizer. I must also remain in my hotel/motel room until the chaperones' wake-up call.
12. Ensure that my behavior in my room is such that I will not disturb the hotel/motel guests with loud noises, (ex. TV, talking, shouting, laughing, wrestling, jumping, door slamming, etc.)
13. To keep my room in a state of tidiness such that the hotel/motel personnel may perform their duties without difficulty.

I understand that parents of a student not fully respecting their contract will be notified, and the student may be sent home with a chaperone at the family's expense. The student may also be suspended from school for a period of time determined by the RWA Administration. I further understand that there will be no refund.

I have read and understood the contract for the above-mentioned trip and agree to abide by its terms.

Student's signature: _____

Parent's/Guardian's signature: _____

Date: _____

Homeroom: _____



Annex - Form 8
Host Family Evaluation Form

Exchange: _____
 Date(s): _____
 Name of RWA student hosting: _____
 Homeroom: _____

Mother (of RWA Student)	Father (of RWA Student)
Name: _____	Name: _____
First Name: _____	First Name: _____
Home: _____	Home: _____
Work: _____	Work: _____
Cell: _____	Cell: _____

Sleeping Accommodations:

- My billet will be sleeping in his or her own room. Y N
- My billet will be sharing a room with the RWA exchange student. Y N
- My billet will be sharing a room with someone else in my home Y N

 Name of person

 Relationship to RWA exchange student

Availability:

When RWA hosts an exchange, the schedule is generally very busy, but there is 'down time' (some evenings and the weekend) reserved for spending time with the host family.

- Are you (parents) available to spend time with your billet during his/her stay? Y N
- Are you available to supervise or participate in hosting activities? Y N

Please specify when you would be available:

Transportation:

- I will be able to drive my child and billet to and from meeting points. Y N
- My child and billet will use public transportation to and from meeting points. Y N



Annex - Form 9
Parent/Guardian Evaluation Form- Overnight Trip

Dear parent/guardian,

Your son/daughter recently attended a trip organized by Royal West Academy. We would be interested in getting your feedback. Please take a few moments to fill out the questionnaire below.

Trip: _____

Date(s): _____

Planning Period

Organization	1 (poor)	2	3	4	5 (excellent)		
Financials	1 (poor)	2	3	4	5 (excellent)		
Fundraising	1 (poor)	2	3	4	5 (excellent)	or	N/A
Meetings	1 (poor)	2	3	4	5 (excellent)		
Communication with parents	1 (poor)	2	3	4	5 (excellent)		

Comments regarding planning of trip:

Travel experience

Security/Safety	1 (poor)	2	3	4	5 (excellent)
Supervision	1 (poor)	2	3	4	5 (excellent)
Activities	1 (poor)	2	3	4	5 (excellent)
Communication with parents	1 (poor)	2	3	4	5 (excellent)
Financials	1 (poor)	2	3	4	5 (excellent)

Comments regarding travel:

Overall experience 1 (poor) 2 3 4 5 (excellent)

Additional General Comments:



Annex - Form 10
Student Evaluation- Overnight trip

Dear student,

You recently attended a trip organized by Royal West Academy. We would be interested in getting your feedback. Please take a few moments to fill out the questionnaire below.

Trip: _____

Date(s): _____

Planning Period

Organization	1 (poor)	2	3	4	5 (excellent)	
Fundraising Activities	1 (poor)	2	3	4	5 (excellent) or	N/A
Meetings	1 (poor)	2	3	4	5 (excellent)	
Communication	1 (poor)	2	3	4	5 (excellent)	

Comments regarding planning:

Travel experience

Security/Safety	1 (poor)	2	3	4	5 (excellent)
Supervision	1 (poor)	2	3	4	5 (excellent)
Activities	1 (poor)	2	3	4	5 (excellent)
Communication	1 (poor)	2	3	4	5 (excellent)
Travel experience	1 (poor)	2	3	4	5 (excellent)
Accommodations	1 (poor)	2	3	4	5 (excellent)

Comments regarding travel (be specific):

Overall experience 1 (poor) 2 3 4 5 (excellent)

Additional General Comments: _____



Annex - Form 11
Parent/Guardian Evaluation- Exchange Program

Dear parent/guardian,

Your son/daughter recently participated in an exchange program organized by Royal West Academy. We would be interested in getting your feedback. Please take a few moments to fill out the questionnaire below.

Trip: _____
Date(s): _____

Planning Period

Organization	1 (poor)	2	3	4	5 (excellent)
Financials	1 (poor)	2	3	4	5 (excellent)
Fundraising	1 (poor)	2	3	4	5 (excellent)
Meetings	1 (poor)	2	3	4	5 (excellent)
Communication (between teachers and parents)	1 (poor)	2	3	4	5 (excellent)

Comments regarding planning: _____

Hosting experience (if applicable)

Organization	1 (poor)	2	3	4	5 (excellent)
Responsibilities in regards to billet	1 (poor)	2	3	4	5 (excellent)
Hosting experience	1 (poor)	2	3	4	5 (excellent)
Communication	1 (poor)	2	3	4	5 (excellent)

Comments regarding hosting: _____

Travel experience

Safety	1 (poor)	2	3	4	5 (excellent)
Supervision	1 (poor)	2	3	4	5 (excellent)
Activities	1 (poor)	2	3	4	5 (excellent)
Communication	1 (poor)	2	3	4	5 (excellent)
Accommodations (if applicable)	1 (poor)	2	3	4	5 (excellent)
Food	1 (poor)	2	3	4	5 (excellent)
Transportation	1 (poor)	2	3	4	5 (excellent)

Comments regarding travel: _____

Overall experience 1 (poor) 2 3 4 5 (excellent)

Additional Comments:



Annex - Form 12
Student Evaluation- Exchange Program

Dear student,

You recently participated in an exchange program organized by Royal West Academy. We would be interested in getting your feedback. Please take a few moments to fill out the questionnaire below.

Trip: _____

Date(s): _____

Planning Period

Organization	1 (poor)	2	3	4	5 (excellent)
Fundraising Activities	1 (poor)	2	3	4	5 (excellent)
Meetings	1 (poor)	2	3	4	5 (excellent)
Communication	1 (poor)	2	3	4	5 (excellent)

Comments regarding planning (please be specific): _____

Hosting experience

Organization	1 (poor)	2	3	4	5 (excellent)
Activities	1 (poor)	2	3	4	5 (excellent)
Fundraising (Activities)	1 (poor)	2	3	4	5 (excellent)
Responsibilities	1 (poor)	2	3	4	5 (excellent)
Hosting experience	1 (poor)	2	3	4	5 (excellent)

Which activities would you keep, which would you eliminate?

Comments regarding hosting (please be specific): _____

Travel experience

Security/Safety	1 (poor)	2	3	4	5 (excellent)
Supervision	1 (poor)	2	3	4	5 (excellent)
Activities	1 (poor)	2	3	4	5 (excellent)
Communication	1 (poor)	2	3	4	5 (excellent)
Experience with Host Family (if applicable)	1 (poor)	2	3	4	5 (excellent)
Accommodations (if applicable)	1 (poor)	2	3	4	5 (excellent)
Food	1 (poor)	2	3	4	5 (excellent)
Transportation	1 (poor)	2	3	4	5 (excellent)

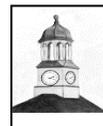
Comments regarding travel (please be specific): _____

Overall experience 1 (poor) 2 3 4 5 (excellent)

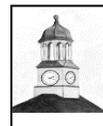
Additional Comments:



Annex - Form 13
Sample Agenda for Introductory Meeting



Annex - Form 14
Financial Report



Annex - Form 15
Fundraising Activity Report