

## **SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD**

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<i>Section</i>	SCHOOLS AND STUDENTS	
<i>Management Guideline</i>	FIELD TRIPS & EXCURSIONS	
<i>Applicable Policy</i>	FIELD TRIPS & EXCURSIONS	505

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### **DEFINITIONS**

**“classroom extensions”** means excursions on school property or beyond school property that constitute part of the regular curriculum during the school day.

**“field trip”** means an excursion, not including the regular classroom extension, which requires students to leave the controlled environment of the school, which may extend beyond the school day.

**“extended field trip”** means any trip which requires the students to be away from home for a minimum of one night.

**“co-curricular activities / extra-curricular activities”** means those activities, which extend beyond the classroom.

**“high-care activities”** means those activities requiring additional precautions as determined by the supervisor in consultation with his/her Principal. Examples include, but are not restricted to: downhill skiing, cross country skiing on steep terrain with sharp turns, all activities in or on water (including ice), rock climbing.

**“supervisor”** means an individual who has reached the age of eighteen, has gone through the Board’s volunteer screening process, and has agreed to assist in the supervision of a group of students. At least one supervisor must be a teacher employed by the Board.

### **RATIONALE**

The Board encourages the extension of the school curricular and co-curricula beyond the physical boundaries of the school and the school grounds.

Although out-of-classroom activities dictate extra precautions and procedures, this Board encourages such experiences for students within budget and personnel limitations.

#### **1.0 Guidelines**

- 1.1 All field trips must have curricular relevance.
- 1.2 The Field Trip Approval Form will be approved by the Principal prior to the departure date and prior to commencing any organized activities related to the trip. (Refer to Appendices A and B.)
- 1.3 It is the responsibility of the Principal to ensure that the teacher in charge of the field trip has the necessary knowledge, experience, and qualifications, and that

suitable supervision and safety measures are provided. (Refer to Appendices C and D.)

- 1.4 The Principal, in consultation with the teacher and the parent/guardian, may exclude a pupil from participating in a particular trip, and will provide an alternative program at the school.
- 1.6 Copies of medical concerns for each participant that are gathered and retained by the supervisor shall be given to the Principal.
- 1.5 If there are known anaphylactic students participating on a field trip, the Principal or designate will ensure that supervisors are aware of the procedures outlined in Board Policy 524 Sabrina's Law (Anaphylaxis).

## **2.0 Procedures**

### **2.1 Classroom Extensions - Regular Curriculum**

#### **2.1.1 On school property,**

- a) Notify the Principal or designate (oral notification may be sufficient).

#### **2.1.2 Excursions beyond school property,**

- a) May include jogging, cross-country skiing, or golfing during the regular physical education classes or stream studies as part of the regular science curriculum),
- b) Requires a Field Trip Approval Form. Principal approval is required (see Appendix A)

### **2.2 Field Trips / Extended Field Trips (out of Board's geographical jurisdiction) and Co-curricular Activities**

#### **2.2.1 Field trips taking place within the Board 's jurisdiction and beyond regular school day hours, but not overnight,**

- a) Requires an Extended Field Trip Approval Form. Principal approval is required (see Appendix B).
- b) Final arrangements should include the following:
  - A written notification to students and parents/guardians outlining details of the proposed trip and clearly specifying projected costs
  - Obtaining written consent for each student's involvement from each student's parent/guardian, or from the student if he/she is at least eighteen years of age.
  - Providing an itinerary for each participant where applicable.
  - Providing a written statement of expectation (i.e. expected conduct, etc.) of participants.
  - First Aid, Safety and Emergency Procedures

#### **2.2.2 The school's annual budget will reflect those out-of-school activities which incur costs.**

- 2.2.3 Extended field trip taking place outside of the geographical jurisdiction of the Board with a minimum one-night away from home.
- a) Requires an Extended Field Trip Approval Form. Principal approval is required (see Appendix B).
  - b) The Principal will notify the Superintendent of Education of overnight trips.
  - c) Final arrangements should include the following:
    - See notes above at 2.2.1 b)
- 2.2.4 Approval of the Superintendent of Education is required either through the budget process or through procedures determined by the Director.

### **3.0 Planning**

- 3.1 All out-of-classroom activities must have curricular relevance; therefore, each project must be preceded by adequate classroom preparation appropriate to the understanding of the students, and where applicable, must include directed learning, and/or be complemented by follow-up assignments. In order to derive maximum curricular benefit, the importance of timing the experience with relation to the classroom program should be given high priority.
- 3.2 The Principal must ensure that:
- All participants and supervisors are adequately prepared for the activity to be undertaken
  - All participants and supervisors are aware of potential hazards and possess the knowledge, skills, and abilities necessary for safe and successful completion of the proposed activities
  - There is a list of all participants
  - The names and addresses of persons to be contacted in an emergency is in their possession
  - The medical concerns for each participant as gathered and retained by the supervisor is in their possession.
- 3.3 Public Relations

The following suggestions are offered to assist in informing the public on the validity of out-of-school programs.

- 3.3.1 Invite parents and volunteers to participate in field studies where appropriate.
- 3.3.2 For extended excursions hold preliminary meetings to inform parents of your plans. Follow-up open houses provide students with opportunities to display their accomplishments. Films and slide shows are excellent in this regard.
- 3.3.3 Keep the press informed. Provide photographs of newsworthy activities. Enlist the press's cooperation in covering the educational aspects of the program rather than just the "human interest" aspects.
- 3.3.4 In planning field trips that return later than normal school closing time, teachers are reminded to use consideration since many students have after-school responsibilities which must be rearranged. Advance notice to

parents containing the day's itinerary and anticipated time of return is essential.

### 3.4 Expectations

Infrequently, situations may arise that the policy guideline may not address directly. Such cases require that professional judgement of the supervising teacher apply. Teachers should consider their decisions carefully and attempt to contact school administration for advice on how to handle exceptional situation should these arise. Examples of such are:

3.4.1 A serious discipline problem arises when away from the school and the home community.

3.4.2 A student fails to show up by the time the rest of the group and transportation are ready to depart.

3.4.3 A student asks permission to leave the group and travel or stay with a friend (relative).

3.4.4 The sudden emergency - a teacher may need to leave the group for which he/she is responsible to attend to an emergency involving one student.

3.4.5 The specific situation - Outer's courses, Outer's clubs and camping clubs must include preparation for dealing with typical emergencies as part of their instructional programs (e.g. someone gets lost, group gets separated, one canoe gets swamped).

### 3.5 Financing

3.5.1. It is the responsibility of principals and teachers involved in fund raising activities to follow the procedures in accordance with the Policy 509 and its Management Guideline regarding Cash Handling in the Schools.

3.5.2 When additional funds are required, this may at times be sought from parents or by fund-raising projects. Care should be taken not to ask parents for excessively large amounts or to make requests too frequently. Door-to-door campaigns are not encouraged (see Policy 509)

3.5.3 All funds should be accounted for and contributors should know how funds have been spent.

## 5.0 Supervision

Student safety is of paramount importance, the following is a minimum standard of supervision for field trips:

5.1	<b>Grade</b>	<b>Field Trip</b>	<b>Extended Field Trip</b>
	JK, SK Grades 1,2,3	1:10	1:5
	Grades 4,5,6,7,8	1:15	1:10
	Grades 9,10,11,12	1:30	1:15

## 5.2 Canoeing ratio:

Staff/supervisor to student ration must be 1:8.  
(Also refer to Appendix C and the Ontario Physical Education Association (OPHEA) Safety Guidelines for Outdoor Education (see website address below at Part 6.4).

5.3 Increased supervision should be considered for high care activities and/or participation by students with special needs.

5.4 Supervisors are responsible for the supervision of students participating in a field trip. Supervisors are expected to exhibit appropriate behaviour. Supervisors will expect appropriate behaviour from their students. When an individual agrees to supervise an event, they will be identified as a supervisor first and, as a result, will be governed by Board policy (refer to the appropriate Code of Student Conduct of the individual school).

5.3 The possession or consumption of any alcoholic beverage by supervisors, whether of legal drinking age or not, at any time during a field trip/extra-curricular/co-curricular activity is prohibited.

5.4 The possession or consumption of illegal drugs by supervisors during a field trip/extra-curricular/co-curricular activity is prohibited.

5.5 When necessary, the supervisor should make a pre-trip visit to the site of the field trip.

5.6 For high care out-of-school activities that occur in isolated areas where emergency care is not readily available, at least one supervisor must hold valid certification in Red Cross Standard First Aid, or St. John's Ambulance Standard First Aid.

5.7 Supervisors must ensure that all participants are aware of procedures to be followed in the event of separation or accidents occurring on the trip.

5.8 Supervisors must ensure that all participants in outdoor activities are made aware of and come prepared with clothing, footwear and equipment which is suitable to the nature of the activity. Supervisors may exclude students who are not properly equipped.

## 6.0 Safety

6.1 If the activity is in the water, and a certified lifeguard is not present, at least one supervisor must hold a current Royal Lifesaving Society Canada Bronze Medallion Award. See Appendix C.

6.2 Helmets may be required for all skating activities, unless otherwise stated in a local facility's regulations (i.e. community arena). Players must wear approved C.S.A. helmets and face masks at all times during modified hockey and ringette.

6.3 For any activity, safety requirements of the governing associations must be followed. (e.g. lacrosse, ice hockey, ringette, etc.)

## 6.4 Canoeing Trips and Watercraft Activities

All school canoeing trips and watercraft activities will follow the guidelines in Appendix C and the Ontario Physical Education Association (OPHEA) Safety Guidelines for Outdoor Education. You can access the comprehensive OPHEA Safety Guidelines from the OPHEA website at [www.ophea.net](http://www.ophea.net) (yellow safety icon on the homepage) or at [www.ontariosafetyguidelines.ca](http://www.ontariosafetyguidelines.ca).

Educators need to ensure that utmost precautions are taken during both preparatory and the actual phases of all programs involving water and the use of boats. Educators planning field trips involving water activities must ensure the following: Physical Education Safety Guidelines

- 6.4.1 All participants must wear a properly sized and fastened small vessel life-jacket or personal flotation device (Federal Department of Transport approved), at all times during watercraft activities other than commercially contracted services such as the Welcome Ship, Old Fort William Canoes, or Maid of the Mist.
- 6.4.2 Field trips involving canoeing are limited to students who have fulfilled the necessary prerequisites. (Commercially contracted canoes are exempted, e.g. Old Fort William).

## 6.5 Transportation

The direction outlined in Board Policy 302 Student Transportation by Staff or Other Volunteers is to be followed.

Occasionally, students may be asked to arrange their own transportation to and from a field trip/extra-curricular/co-curricular activity.

Only students who possess a valid driver's license and written permission from a parent/guardian, are permitted to drive themselves to and from a field trip/extra-curricular/co-curricular activity. Licensed students shall not be permitted to drive other students to and from a field trip/extra-curricular/co-curricular activity under any circumstances.

If a Board employee does not organize transportation to and from a field trip/extra-curricular/co-curricular activity, it will be the responsibility of the student participants to arrange a method of transportation to the field trip/extra-curricular/co-curricular activity. Any driver, in this case, would not be required to produce a current criminal background check since they were not specifically asked to volunteer to drive by an employee of the Board.

### **LIST OF APPENDICES**

- APPENDIX A: Field Trip Approval Form
- APPENDIX B: Extended Field Trip Approval Form
- APPENDIX C: Activities in the Water

**SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD**  
**OUT-OF-CLASSROOM LEARNING POLICY**  
**FIELD TRIP APPROVAL FORM**

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School: \_\_\_\_\_

**1.0 Trip Description**

1.1 Destination: \_\_\_\_\_

1.2 Departure Date: \_\_\_\_\_

1.3 Return Date: \_\_\_\_\_

1.4 Purpose: \_\_\_\_\_

1.5 Curriculum Relevance: \_\_\_\_\_

1.6 Brief Description of Participants (number, age, grade, etc.):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

1.7 Name of Adult Supervisors: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Teacher In Charge

\_\_\_\_\_  
Date

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**APPROVALS**

\_\_\_\_\_  
Principal

\_\_\_\_\_  
Date

Attach to this application, copies of:

- Written notice to parents;
- Written consent for student involvement;
- Written itinerary;
- Written statement of student expectations.



5.1 Specify any OTHER CONSIDERATIONS pertinent to this proposed excursion:

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**6.0 Finances**

6.1 Estimated Costs:

6.1.1	Travel:	\$	_____
6.1.2	Meals:	\$	_____
6.1.3	Accommodation:	\$	_____
6.1.4	Supply Teacher(s):	\$	_____
6.1.5	Additional (specify):	\$	_____
		\$	_____
		\$	_____
6.1.6	TOTAL:	\$	_____

**7.0 Funding**

7.1	School Budget:	\$	_____
7.2	Fund Raising:	\$	_____
7.3	Students:	\$	_____
7.4	Other (Specify):	\$	_____
		\$	_____
		\$	_____
7.5	TOTAL (Should balance with Item 6.1.6)	\$	_____

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**APPROVALS**

\_\_\_\_\_  
Principal

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent of Education

\_\_\_\_\_  
Date

Attach to this application, copies of:

- Written notice to parents;
- Written consent for student involvement;
- Written itinerary;
- Written statement of student expectations.

**ACTIVITIES IN THE WATER**  
**(no life jacket)**

The teacher supervisor is responsible for the activity.

If the activity occurs in a swimming pool, a life guard is only responsible for pool safety during the activity.

**Procedures:**

- 1.0 There must be a certified life guard for every 12 students, or a supervisor with a current Canadian Bronze Medallion Award for safety.
- 2.0 The “Buddy” system must be used.
- 3.0 The designated area must be thoroughly checked by the supervisor prior to activities beginning.
- 4.0 Markers or buoys will be used to indicate the area in which students are allowe