

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

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

*Board Approved: October 27, 2015
October 26, 2009
October 17, 2006*

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June 10, 2009*

Review by: December 2020

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 school activities dictate extra precautions and procedures, this Board encourages such experiences for students within budget and personnel limitations.

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 Risk Activities” High-risk activities include, but are not limited to, activities on, in or near water, such as canoeing, kayaking or swimming, rock climbing, street and highway cycling, skiing and hiking. They involve increased risk, require additional specific safety considerations, or require special certifications or qualifications for supervision. Note: High risk activities may be in combination with and extended field trip/excursion and/or student exchange.

“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.

1.0 Guidelines

- 1.1 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.)
- 1.2 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 Appendix C)
- 1.3 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.
- 1.4 Supervisors must have available a list of all participants, names and addresses of persons to be contacted in an emergency, health card numbers, and medical concerns for each participant. Completion of the Extended Field Trip Medical Information Form is required for each participant and these forms should be safe guarded. The original will be retained at the school and a copy carried by the supervisor.
- 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).
- 1.6 When attending athletic/outdoor events, the provisions of the Ontario Physical Education Association (OPHEA) guidelines will be followed.

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 Field trip/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.

4.0 Supervision

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

4.1	Grade	Field Trip	Extended Field Trip
	Kindergarden - 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

4.2 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) and (see website address below at Part 5.4).

- 4.3 Increased supervision should be considered for high-risk activities and/or participation by students with special needs.
- 4.4 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).
- 4.5 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.
- 4.6 The possession or consumption of illegal drugs by supervisors during a field trip/extra-curricular/co-curricular activity is prohibited.
- 4.7 When necessary, the supervisor should make a pre-trip visit to the site of the field trip.

- 4.8 For high risk, 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.
- 4.9 Supervisors must ensure that all participants are aware of procedures to be followed in the event of separation or accidents occurring on the trip.
- 4.10 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.

5.0 Safety

- 5.1 If the activity is in the water, and a certified lifeguard is not present, at least one supervisor must hold a current National Lifeguard Services Lifeguard Certificate (NLS) Refer to OPHEA guidelines.
- 5.2 Helmets shall 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. hockey helmets and face masks at all times during modified hockey and ringette.
- 5.3 For any activity, safety requirements of the governing associations must be followed. (E.g. lacrosse, ice hockey, ringette, etc.)
- 5.4 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 (yellow safety icon on the homepage) or at 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 they follow the Physical Education Safety Guidelines

- 5.4.1 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, but not limited to any type of Cruise Ship or Tour Boat, Fort William Historical Park Canoes, or Maid of the Mist.
 - 5.4.2 Field trips involving canoeing are limited to students who have fulfilled the necessary prerequisites. (Commercially contracted canoes are exempted, e.g. Old Fort William).
- 5.5 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: Basic Swimming / Canoeing Water Safety Test

APPENDIX D: Field Trip/Excursion Medical Information Form

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD
FIELD TRIPS AND EXCURSIONS MANAGEMENT GUIDELINES

FIELD TRIP APPROVAL FORM

School: _____

1.0 Trip Description

1.1 Purpose of Trip
 (Curricular relevance): _____

1.2 Destination: _____

1.3 Departure Date: _____

1.4 Return Date: _____

1.5 Purpose: _____

1.6 Brief Description of Participants

Total Number	Male	Female
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Grade(s)

Age(s)

1.7 Name of Adult Supervisors: _____

<u>1.8</u> <u>Number of Adult Supervisors:</u>	Male	Female	Total
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Signature of Teacher In Charge

Date

APPROVALS

Principal	Date
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Attach to this application, copies of:

- Written Notice to Parents
- Written consent for student involvement;
- Written itinerary;
- Written statement of student expectations.

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD
FIELD TRIPS AND EXCURSIONS MANAGEMENT GUIDELINES
EXTENDED FIELD TRIP APPROVAL FORM

School: _____

1.0 Trip Description

1.1 Purpose of Trip (Curricular Relevance): _____

1.2 Destination: _____

1.3 Departure Date: _____

1.4 Return Date: _____

1.5 Brief Description of Students: Total #: _____ Grade: _____
 Male: _____ Female: _____
 Age: _____ Age: _____

1.6 Name(s) of Adult Supervisors: Total #: Males: Females:
 1. _____
 2. _____
 3. _____
 4. _____
 5. _____

In Charge: _____
 Signature of Teacher in Charge: _____

2.0 Transportation

2.1 Specify type(s) to be used throughout the trip:

3.0 Accommodation

3.1 Specify accommodation throughout trip: (provide name and telephone number when commercial establishment)

4.0 Safety

4.1 Specify safety factors considered:

4.2 Specify plans to address same:

4.3 Specify provision for First Aid:

5.0 Other

5.1 Specify any OTHER CONSIDERATIONS pertinent to this proposed excursion:

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) \$

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.



SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

12 Hemlo Drive – Postal Bag A
 Marathon, ON P0T 2E0
 Phone: (807) 229-0436 / 1-888-604-1111
 Fax: (807) 229-1471

APPENDIX C

BASIC SWIMMING / CANOEING WATER SAFETY TEST

A. Canoeing Water Safety Test

	Date	Teacher/Supervisor Initials
Name of Student: _____		
Knowledge or Skill Demonstrated <i>The student must:</i>		
▪ Rolling entry (backwards or forward) into deep water at 2.75 m (9') minimum depth		
▪ Tread water for one minute		
▪ Swim 50 m continuously, no aids or stops		

Students that do NOT pass the above test, must not canoe.

B. Basic Swimming

Basic Swim and Water Safety Test for Swimming

- The common facility test to determine swimming ability is to swim two widths continuously without touching the bottom. *The results must be logged and available.*

Teacher/Supervisor Signature: _____

Date: _____



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APPENDIX D

FIELD TRIP/EXCURSION MEDICAL INFORMATION FORM

SCHOOL: _____

NAME OF STUDENT: _____

HOME PHONE: _____

DATE OF BIRTH: _____

HEALTH CARD #: _____

ADDRESS: _____

POSTAL CODE: _____

PARENT/
GUARDIAN _____
Father

WORK PHONE: _____

_____ *Mother*

WORK PHONE: _____

EMERGENCY CONTACT (if above not available):

PHONE: _____

MEDICAL INFORMATION:

NOTE TO PARENTS: An annual medical examination is strongly advised.

NAME OF FAMILY PHYSICIAN _____

1. Date of last complete medical examination: _____
2. Is your son/daughter allergic to any drugs, food or medications? Yes _____ No _____
If yes, provide details. _____
3. Is your son/daughter currently taking any medication or drugs for which a prescription is required? Yes ____ No ____
If yes, provide details: _____
Would the medications be required during the proposed extended field trip? _____
4. Does your son/daughter wear glasses? Yes _____ No _____
5. Does your son/daughter wear a hearing aid? Yes _____ No _____
6. Does your son/daughter wear contact lenses? Yes _____ No _____
7. Does your son/daughter wear a medical alert bracelet or necklace? Yes _____ No _____
8. Has your son/daughter had or have now, any of the following?

Anaphylaxis	Yes _____ No _____	Diabetes	Yes _____ No _____
Arthritis/Rheumatism	Yes _____ No _____	Epilepsy	Yes _____ No _____
Asthma	Yes _____ No _____	Chronic Nose Bleeds	Yes _____ No _____
Headaches	Yes _____ No _____	Heart Trouble	Yes _____ No _____

If yes to any of the above, or any physical condition which may impact activities, please provide details:



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OUT OF PROVINCE/OUT OF COUNTRY MEDICAL INSURANCE COVERAGE
(To be completed for trips out of the Province of Ontario)

INSURANCE COMPANY NAME: _____ CONTRACT NUMBER: _____

MEMBER NAME: _____ MEMBER I.D.: _____

FREEDOM OF INFORMATION

Personal information on the medical information form is collected under the authority of the Education Act, R.S.O. 1980, C.129, S.60, and will be kept in a secure place by the teacher. It will be made available to qualified medical personnel only in the event of an emergency. Questions regarding the collection of this information should be directed to the principal of the school where the student attends.

I have read the above information and agree that it can be made available to qualified medical personnel, if necessary.

Signature of Parent/Guardian _____

Date _____

Signature of Student _____

Date _____

Note: Students who are 16 years of age and over can legally authorize the release of information

