



STUDENT TRAVEL – FIELD TRIPS

Procedures

1.0 Approval / Field Trip Information

- 1.1 Application is to be made through the principal to his/her superintendent for any student travel activities outside the community or overnight using the Field Trip Information Form (Appendix A). All field trip forms will include the following criteria for approval:
 - 1.1.1 alignment with an existing approved school program or club;
 - 1.1.2 ability to demonstrate an enhanced opportunity for educational growth;
 - 1.1.3 an assessment of involved or potential risks. See the Risk Management Assessment Form (Appendix B), which is provided to help teachers assess and mitigate risks in planned field trips/excursions;
 - 1.1.4 inclusion of teacher supervisor(s).
- 1.2 For frequently visited venues that have an element of risk, the Risk Management Assessment form may be completed annually.
- 1.3 The league schedule for seasonal league play at the secondary level is to be submitted as one field trip form with the schedule attached, in compliance with the timelines.
- 1.4 Students or staff will not be engaged in field trips that require travel time that would be too lengthy for the age of the students involved; require inordinate expense or excessive absence from school; where safety measures have been deliberately removed; or involve prohibited activities.
- 1.5 Staff is required to coordinate and plan all aspects of swim tests as outlined in section 5.
- 1.6 Approval of the regional Superintendent for extracurricular travel falling on designated Professional Activity days must be received before any arrangements or commitments are made.
- 1.7 The following timelines for application shall be observed:
 - 1.7.1 Within Ontario – 2 weeks prior to the trip;
 - 1.7.2 Within Canada – 3 months prior to the tip;
 - 1.7.3 Outside Canada – 10 months prior to the trip;
- 1.8 Exceptions to this timeline will be reviewed on an individual basis and may not be approved if exceptional conditions do not exist. (e.g., Ontario Federation of School Athletic Association (OFSAA) Competitions).

- 1.9 School programs requesting travel outside of the Board jurisdiction are subject to approval by the Director or designate. If travelling out of province or country, medical and travel insurance must be purchased.
- 1.10 Excursions or travel not approved by the Director or designate are not endorsed, funded, or affiliated with District School Board Ontario North East. District School Board Ontario North East absolves all responsibilities of such trips.
- 1.11 In all cases of travel, District School Board Ontario North East is absolved from all liability or additional costs incurred as a result of cancellations, delays, or postponements unless as specified in section 8 of the Student Travel/Field Trips Procedures.
- 1.12 Field trips that involve high costs are to have travel cancellation insurance.
- 1.13 Field trips involving a Third Party Venue:
 - 1.13.1 vendor must provide evidence of liability insurance.
 - 1.13.2 applicants must read all waivers and/or service contracts carefully before signing.
 - 1.13.3 when the venue contains an element of risk, the operator must provide a Risk Management Information Package. The Third Party Information Letter (Appendix C) may be provided by the school when requesting a package from a provider.
- 1.14 Once an itinerary has been approved it cannot be modified without going through the approval process again.
- 1.15 The approval process includes:
 - 1.15.1 the Principal approves all field trips during the school day within the community; no field trip form is required; parents are to receive notification and information regarding these trips;
 - 1.15.2 schools are responsible for maintaining an internal system for tracking all trips off school grounds;
 - 1.15.3 where parents have shared custody, both parents are to receive the notifications and field trip forms, however only one form needs to be returned with one signature;
 - 1.15.4 ensuring that no student is prevented from participating in any activity because of inability to pay;
 - 1.15.5 scrutinizing all submitted field trip forms to ensure all criteria are met and all sections are completed before submitting them to their Regional Superintendent for approval. Use the Principal's Checklist (Appendix D) to ensure submitted field trip forms are completed fully;
 - 1.15.6 ensure that pre-trip meetings with parents and students are arranged for all trips with any of the following criteria:
 - Includes high risk activities

- Is out of province or country
- All Grade 8 trips
- Any other trip in consultation with your regional Superintendent

These meetings will be to share information regarding the trip agenda; detail any requirements such as funding, passports, medical forms or insurance; outline expectations regarding behaviour, swimming, supervision; and to answer any questions the parents or students may have.

1.15.7 all requests for special arrangements (e.g., parent transporting their child; a parent transporting another child; student driving themselves) are to be made in writing to the Principal. Such requests must be pre-approved and are at the discretion of the Principal

2.0 Water Related Activities

2.1 All participants will adhere to the Ontario Physical Activity Safety Standards for swimming at a supervised pool:

Elementary OPHEA Guidelines: <https://safety.ophea.net/elementary/curricular/swimming>

Secondary OPHEA Guidelines: <https://safety.ophea.net/secondary/curricular/swimming>

2.2 All participants will adhere to the Ontario Physical Activity Safety Standards for swimming outdoors:

Elementary OPHEA Guidelines:

<https://safety.ophea.net/elementary/curricular/outdoor-education-swimming>

Secondary OPHEA Guidelines:

<https://safety.ophea.net/secondary/curricular/outdoor-education-swimming>

2.3 Boating/Watercraft activities:

2.3.1 Pupils may only participate in trips involving boating with explicit specific written permission of their parent/guardian.

2.3.2 All participants must complete and pass the required swim test. Students that pass the swim test wearing a PFD are allowed to participate, but will be required to wear a PFD at all times while on or near the water.

2.3.3 PFDs, as approved by Transport Canada, are worn at all times by pupils in watercraft (e.g., canoes, paddle boards, kayaks, inflatables), except on licensed commercial passenger vessels.

2.3.4 Activities taking place on or near water require participants to pass a swim test. Students who wear a PFD to pass the swim test are allowed to participate but are required to wear a PFD at all times while on or near the water. These tests will be administered by a certified aquatic instructor, and are based on the Lifesaving Society's Swim to Survive™ Standard. Swim tests must be administered within the school year that the activity is taking place. In lieu of completing the swim test, students may provide proof of Bronze Medallion

certification or higher. Students who do not pass the swim test may not participate in the field trip/excursion. This test would include, but not be limited to, the following requirements:

- Rolling entry (backwards or forward) into deep water at 2.75m (9') minimum depth
- Tread water for 1 minute
- Swim 50m (164') continuously, any stroke

2.3.5 Results of swim tests will be provided to the students, parents/guardians teacher, trip supervisors, lifeguards and instructors. Students who do not pass the required swim test will not participate in the field trip/excursion.

The school must ensure that they meet or exceed the minimum safety standards set out in the OPHEA Guidelines. For specifics regarding your planned activity, visit the OPHEA website at <http://safety.ophea.net/>.

3.0 Informing Parents / Guardians

3.1 When pupils are to be taken from the confines of school property on a field trip or excursion lasting longer than the school day or outside the community, it shall be incumbent upon the teacher and principal to notify the parents/guardians in writing of:

- 3.1.1 the education philosophy for taking the trip;
- 3.1.2 details of supervision, schedules, itineraries, meal arrangements and any additional costs that could be incurred by the pupils;
- 3.1.3 the applicable rules for safety and proper conduct during the trip;
- 3.1.4 the rights of the school supervisors to ensure safe supervision;
- 3.1.5 the right of the parent to deny his/her child's participation;
- 3.1.6 the right of the parent/guardian to identify special dietary considerations (for religious or medical reasons);
- 3.1.7 for field trips involving water, the results of their student's swim test; students who do not pass the required swim test will not participate in the field trip/excursion.

4.0 Required Written Consents

4.1 Students, excluding adult students, must have a written consent of the parent/guardian before taking part in any excursion lasting longer than the normal school day or outside the community.

4.2 Students participating in any sports team or extracurricular group, must read and uphold the Code of Expectations for Participation in Sports and/or Extracurricular Activities (Appendix E). A copy of the Code, signed by student, parent and teacher/coach, must be on file for all group/team participants.

- 4.3 The teacher will ensure that a written consent has been received prior to the actual departure of the students (Appendix F).

5.0 Supervision

- 5.1 For out of community or overnight travel, adequate supervision that includes a teacher and/or Principal must be provided to ensure the safety and well-being of all participants, and that the standard of care is met.
- 5.2 All chaperones/volunteers must provide a current Vulnerable Sector Screening (VSS) to the teacher in charge.
- 5.3 There must be same-gender chaperones on field trips that are overnight. Same-gender chaperones must be in attendance for room checks.
- 5.4 The following minimum ratios of supervision by grade must be met or exceeded for all field trips/excursions. These ratios do not apply within the geographical area of the Board, during transportation between school and venue, when additional supervision is in place at the venue that meets supervision ratios. Note that some activities require different supervision ratios. Refer to The Ontario Physical Education Safety Guidelines (OPHEA) for specifics at <http://safety.ophea.net/>.

Grades	Students : Teacher / Supervisor
K1 – K2	6 : 1
Gr. 1 – Gr. 3	8 : 1
Gr. 4 – Gr. 6	10 : 1
Gr. 7 – Gr. 8	15 : 1
Gr. 9 – Gr. 12	20 : 1

- 5.5 The principal will ensure that the teachers-in-charge/supervisors (e.g., support staff, volunteers) understand that they are expected to actively supervise for the duration of the field trip, upholding and enforcing the rules of the school and the requirements of the school code of conduct, and provide a standard of care.

6.0 Financing

- 6.1 Careful assessment of companies sponsoring student tours is to be made.
- 6.2 Every attempt should be made to find tours of an economical cost to students.
- 6.3 Whenever possible, the cost of adult chaperones will be covered by the school fund-raising activity rather than the individual student fees.
- 6.4 Upon request, a statement of expenses will be provided to parents upon completion of the trip.
- 6.5 The Board will not normally assist financially with such functions beyond allotments in the budget.
- 6.6 The Board, in approving student travel or field trips, assumes no financial obligation beyond allotments in the budget.

7.0 Transportation

- 7.1 Students may be provided with transportation by volunteers, including students, who are properly licensed and can provide proof of adequate insurance coverage.
- 7.2 The Principal must ensure that those who provide transportation for students have a minimum of \$2,000,000.00 Liability and Property Damage Insurance.
- 7.3 All volunteer drivers must complete the form entitled “Volunteer Driver: Authorization To Transport Students” (Appendix G). This form must be kept on file at the school office for one full year, and a copy may be provided to the volunteer driver and/or the vehicle owner if requested.
- 7.3.1 An insurance rider shall be provided by the insured for the occasional and infrequent use by the insured of his/her personal automobile for the transportation of students to or from school or school activities conducted within the education program.
- 7.3.2 A copy of the insurance rider shall be on file with the principal prior to departure and the driver of such vehicles shall be a person (principal, teacher, parent, student, volunteer) of at least 18 years of age and hold a valid G driver’s license.
- 7.3.3 All vehicles used for student travel must be equipped with snow tires or industrial snow-rated tires commencing on the first day of November and all days up to the last day of April.

8.0 Inclement Weather

- 8.1 While travelling within province on a board funded excursion, if hazardous weather conditions cause a teacher supervisor to decide to remain off the road for an extra night, parents will be notified by telephone through the principal and the cost of overnight accommodations and food will be reimbursed by District School Board Ontario North East.
- 8.2 Travel will not commence if hazardous weather conditions and/or weather warnings (as reported through Ontario Ministry of Transportation and/or Ontario Provincial Police and/or Environment Canada) exist and warrant the cancellation of school buses in any area intended for travel. In the event that conditions change, and acceptable travel conditions (as reported through Ontario Ministry of Transportation, OPP and Environment Canada) prevail, travel may commence after consultation with regional Superintendent.
- 8.3 The teacher supervisor is responsible for adhering to policy, and expected to confirm safe travel conditions through to the intended destination whenever travel is planned by conferencing with the Transportation Officer and/or utilizing an appropriate transportation authority such as those listed below.
- 8.4 The following websites can be used to check weather and road conditions:
- 8.4.1 [Ministry of Transportation](#)
- 8.4.2 [Road Conditions Weather Information Network](#)
- 8.4.3 [Environment Canada](#)

9.0 Medical Information

- 9.1 The principal will ensure that accurate medical information has been requested from parents and that staff members and chaperones have been informed when appropriate (Appendix H) in order to provide an adequate standard of care. For information regarding travel with students with medical conditions, please refer to Section 3 of the Health Support Services Procedures, and to the Supporting Students with Prevalent Medical Conditions (Anaphylaxis, Asthma, Diabetes, and/or Epilepsy) Procedures.
- 9.2 A copy of the Plan of Care must accompany all students with prevalent medical conditions on all field trips/excursions and be in the care of the trip supervisor. Please refer to the Supporting Students with Prevalent Medical Conditions Procedures for the Plan of Care form.
- 9.3 It is the responsibility of the parent/guardian or the adult student to inform the teacher responsible for the excursion of any medical and/or dietary condition the student may have which may require special consideration. It is also the parent/guardian or adult student's responsibility to inform the teacher of any prescribed or other medication the student will or may have to have administered or self-administered during the excursion. Student health card numbers will be available through the students or will have been provided to the teacher.

10.0 Risks Inherent In Physical Activity

- 10.1 The risk of injury exists in excursions, sports and daily activities. However, due to the very nature of some activities, the risk of injury may increase. Injuries may range from minor sprains and strains to more serious injuries. These injuries result from the nature of the activity and can occur without fault on either the part of the student, the school board or its employees/agents or the facility where the activity is taking place. Some activities that are identified as having the potential for more serious consequences are: alpine skiing/snowboarding, broomball (ice), cheerleading (acrobatic), field hockey, field lacrosse, gymnastics, ice hockey, ringette (ice), swimming, wrestling, and/or field events: high jump, shot put. The safety and well-being of students is a prime concern and attempts are made to manage, as effectively as possible, the foreseeable risks inherent in activities. The principal will ensure that parents/guardians are aware of risk associated with activities included in the field trip and advise parents/guardians to contact the school to discuss safety concerns related to any physical activity in which their child is participating.

The school must ensure that they meet or exceed the minimum safety standards set out in the OPHEA Guidelines. For specifics regarding your planned activity, visit the OPHEA website at <http://safety.ophea.net/>.

11.0 Supervisor Qualifications and Training

- 11.1 Certain field trip activities may require specific training or qualifications. It is the responsibility of the Principal to ensure that the teacher, trip guide, instructor or supervisor has the required current certifications. Check the OPHEA Guidelines for specific minimum requirements for the planned activity.

Appendices

Appendix A: Field Trip Information Form

Appendix B: Risk Management Assessment Form

Appendix C: Third Party Information Sheet

Appendix D: Field Trip Checklist

Appendix E: Code of Expectations

Appendix F: Parent-Guardian Consent Form

Appendix G: Volunteer Driver Form

Appendix H: Student Medical History Form

References

Supporting Students with Prevalent Medical Conditions (Anaphylaxis, Asthma, Diabetes, and/or Epilepsy) Procedures (Companion to Policy 2.1.39).

Health Support Services Procedures (Companion to Policy 2.1.9)



FIELD TRIP INFORMATION

School		Date Submitted	
Destination (<i>name of town / city, as well as name of final destination – e.g., facility, attraction</i>)			
Town/City ➤			
Destination ➤			
Student Group Participating (<i>e.g., sports team, club, class</i>)			
➤			
Grade(s):		Number of students:	
Teacher/Supervisor in Charge		➤	
		➤	
Other Teachers/Supervisors *Note: all volunteers must have a current Vulnerable Sector Screening (VSS) on file in the school office		➤	
		➤	
		➤	
		➤	
Transportation and Accommodations			
Departure	Date		Time
Return	Date		Time
Place of Accommodation (if overnight)			Telephone:
➤			
Method of Transportation			
Agency/Company			
Funding (<i>include breakdown of costs, and of income if more than one source</i>)			
Total Cost	\$		
Source(s) of Income		➤	
		➤	
		➤	
*All Aquatic Activities must follow Field Trip / Excursions Procedures, Section 2			

Purpose of the Trip *(objectives: link to curriculum)*

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Itinerary *(please be as detailed as possible)*

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More detailed itinerary attached	<input type="checkbox"/> Yes	<input type="checkbox"/> To Follow	<input type="checkbox"/> Not Required
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Risk Management *(Must be completed for all activities containing an element of risk)*

Planned Activity Contains Element of Risk

<input type="checkbox"/> High	<input type="checkbox"/> Medium	<input type="checkbox"/> Low
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Questions to ask when assessing the risks of a field trip:

- What is the educational value?
- What type of injuries may occur?
- Is the activity appropriate for the age, ability and experience level?
- Can it be modified to reduce risk?
- Can it be properly supervised with qualified leaders? (e.g., First Aid, Orca)
- Is there any collateral risk (e.g., transportation, other activities, free time)?
- Does the school board allow this activity?
- Is a Pre-Trip Visit to learn local conditions/hazards required?
- Have you considered an evacuation plan, notification system & emergency response procedure?

➤ If High or Medium, attach a Checklist of OPHEA Guidelines being followed for your planned activity, and how you plan to comply with all measures, as well as Risk Management Assessment Form

Signatures

Supervising Teacher's Signature		Date:
Principal's Signature of Approval		Date:
Superintendent's Approval		Date:

ROUTING → **Supervising Teacher** → **Principal** → **Superintendent's Office** → **School Office**



District School Board
Ontario North East

APPENDIX B

**FIELD TRIP / EXCURSION
RISK MANAGEMENT ASSESSMENT FORM**

EXCURSION DETAILS	
School:	Event Date(s)
Destination:	Start:
Activity:	End:
Teacher in Charge:	
<input type="checkbox"/> EXCURSION IS TEACHER PLANNED/SUPERVISED (e.g., Provincial Parks, Splash Pads)	
<input type="checkbox"/> What is the educational value?	
<input type="checkbox"/> What type of injuries may occur? (e.g., Environmental, Medical, Wildlife, Activity)	
<input type="checkbox"/> Is the activity appropriate for the age, ability and experience level?	
<input type="checkbox"/> Can it be modified to reduce risk?	
<input type="checkbox"/> Can it be properly supervised with qualified leaders? (e.g., First Aid, Orca)	
<input type="checkbox"/> Is there any collateral risk? (e.g., transportation, other activities, free time)	
<input type="checkbox"/> Does the school board allow this activity?	
<input type="checkbox"/> Is a Pre-Trip Visit to learn local conditions/hazards required?	
<input type="checkbox"/> Have you considered an evacuation plan, notification system, and emergency response procedure?	
<input type="checkbox"/> EXCURSION IS WITH A THIRD-PARTY PROVIDER	
<input type="checkbox"/> A copy of the Venue's Liability Insurance has been received (attached)	
<input type="checkbox"/> A copy of the Service Contract has been received, read, and signed if approved (attached)	
<input type="checkbox"/> A Risk Management Information Package has been received (attached), outlining the following: <ul style="list-style-type: none"> <input type="checkbox"/> Policies & Procedures for: Emergency Response, Health & Safety <input type="checkbox"/> Compliance with OPHEA Guidelines <input type="checkbox"/> Practices regarding testing and training of students in the planned activity <input type="checkbox"/> Supervision practices/ratios <input type="checkbox"/> List of emergency equipment on-site and safety protocols in place <input type="checkbox"/> Training/Certification of employees 	
ROUTING:	Teacher → Submit with Field Trip Form, with any attachments needed, for any trip containing an Element of Risk

APPENDIX C

**Schumacher Board Office****Street Address**

153 Croatia Avenue, Schumacher, ON P0N 1G0

Mailing AddressP.O. Box 1020, Timmins, ON P4N 7H7
705-360-1151**New Liskeard Board Office**

198022 River Road

New Liskeard, ON P0J 1P0

705-647-7394

Third Party Provider Information Letter

The following District School Board Ontario North East (DSB1) school is interested in planning a field trip to your venue.

School Name: _____

DSB1 recognizes the educational advantage of experiential learning through field trips and excursions. We endeavour to ensure that these experiences always keep the safety and security of our students a top priority.

It is therefore the policy of DSB1 that when our schools wish to plan a field trip or excursion to a third party venue, they show how that venue plans to keep our students safe. **We ask for this information in the form of a package from the third party that includes the following information:**

1. Name of Third Party Provider & Name of Venue (if different)
2. Copy of the Venue's Liability Insurance
3. A copy of the Service Contract (if applicable)
4. A Risk Management Information Package containing the following details, as/if applicable to the Venue:
 - Policies & Procedures for: Emergency Response, Health & Safety
 - Practices regarding testing and training of students in the planned activity
 - Supervision practices/ratios
 - List of emergency equipment on-site and safety protocols in place
 - Training/Certification of employees

We kindly request that you provide this information to the school at your earliest convenience so that our students might have the opportunity to take part in this educational experience.

If you would like more information regarding our policy you can find it on our website (www.dsb1.ca). You will find our Policy Manual under the Board Info menu list. The Student Travel/Field Trips Policy and Procedures is number 2.1.1, under School Related Operations. Alternatively, you may request a copy of the policy from the school at any time.

Thank you for your assistance in enhancing our students' learning.

Culture

Equity

Innovation



FIELD TRIP / EXCURSION - PRINCIPAL'S CHECKLIST

EVENT DETAILS	
School:	Event Date(s)
Destination:	Start:
Activity:	End:
Teacher in Charge:	
CHECKLIST	
<input type="checkbox"/> The form was submitted within reasonable timelines as per policy.	
<input type="checkbox"/> All data regarding dates, times, and destination(s) of the trip is included.	
<input type="checkbox"/> Supervision data is included, and student/teacher ratios are being followed per policy.	
<input type="checkbox"/> All volunteer supervisors have a current VSS on file in the school office.	
<input type="checkbox"/> Funding data is included and accurate.	
<input type="checkbox"/> Funding through application to the Student Achievement Fund (SAF) is indicated. If Yes:	
<input type="checkbox"/> Copy of SAF Application is included and Part A is completed accurately. <input type="checkbox"/> SAF Application meets your approval? If Yes, sign and submit with Field Trip Form.	
<input type="checkbox"/> The method of travel is indicated.	
<input type="checkbox"/> If rental vehicles are being used, ensure they have snow tires during timelines noted in policy. <input type="checkbox"/> If using personal vehicles, drivers have VSS, G licence, are 18 yrs of age, and are properly insured.	
<input type="checkbox"/> The Field Trip / Excursion is overnight.	
<input type="checkbox"/> Accommodations information is included and complete, with name, address, and phone number. <input type="checkbox"/> Ensure Medical History Forms are completed and accommodations & Plans of Care are in place as needed. <input type="checkbox"/> Ensure supervision ratios are followed and that same-gender supervision will be in place for the excursion.	
<input type="checkbox"/> A fully detailed itinerary is included, either on the Field Trip Form or as an attachment.	
<input type="checkbox"/> The field trip / excursion includes swimming or other aquatic activities. If Yes:	
<input type="checkbox"/> A swim test is required for this activity. If Yes: <input type="checkbox"/> The swim test has been arranged and/or completed. <input type="checkbox"/> Ensure that the consent forms sent home indicate full details, and that specific consent is obtained.	
<input type="checkbox"/> The field trip/excursion contains an element of risk. If Yes:	
<input type="checkbox"/> A detailed list of OPHEA Guidelines for the planned activity is included. <input type="checkbox"/> The activity is being organized by the teacher(s). If Yes: <input type="checkbox"/> A detailed outline of planned procedures to follow in order to comply with OPHEA is included. <input type="checkbox"/> A detailed list of all safety equipment involved is provided <input type="checkbox"/> Copies of certifications/qualifications of staff is provided if required for this activity.	
<input type="checkbox"/> The activity is being organized by an external provider. If Yes: <input type="checkbox"/> The third party provider has liability insurance and a copy was provided <input type="checkbox"/> A copy of the service agreement has been provided <input type="checkbox"/> A Risk Management Package has been provided. If Yes, it contains:	
<input type="checkbox"/> Policies & Procedures for: Emergency Response, Health & Safety. <input type="checkbox"/> Practices for testing and training of students in the activity. <input type="checkbox"/> List of emergency equipment & safety protocols in place	
<input type="checkbox"/> Supervision practices/ratios <input type="checkbox"/> Compliance with OPHEA Guidelines <input type="checkbox"/> Training/Certification of employees	
<input type="checkbox"/> The field trip/excursion is outside the community or overnight.	
If Yes, Submit the following to your regional Superintendent's Office:	
<input type="checkbox"/> Field Trip Form – signed and dated <input type="checkbox"/> Detailed Itinerary, if on a separate sheet <input type="checkbox"/> Student Achievement Fund (SAF) Form, if applicable – signed and dated <input type="checkbox"/> OPHEA Guidelines and Elements of Risk checklist items, if applicable	
ROUTING – FIELD TRIP FORM: Supervising Teacher → Principal → Regional S.O. → School Office	
ROUTING -SAF , TRAVEL GRANT: (Incl. copy of approved field trip form) Principal → S.O. of Outdoor/Experiential Education (J. Plaunt, c/o S. Bradford) → School Office	



Code of Expectations for Participation in Sports and/or Extracurricular Activities

District School Board Ontario North East is committed to all students feeling welcome to all activities. We aim to offer positive group and team-building activities that respect the dignity, safety, and well-being of individuals, including their right to participate voluntarily without any pressure.

To this end, all parties (teachers, coaches, volunteers, chaperones and students) must recognize that their participation in sports and/or extracurricular activities is an extension of the classroom. For this reason, all parties have a duty to conduct themselves in a reasonable and acceptable manner. They are to avoid all conduct and practices which are not in keeping with District School Board Ontario North East's policies and vision.

Any action that would reasonably be expected to significantly disrupt or interfere with preparation or participation of a student in sports or extracurricular activities cannot be tolerated.

Therefore when participating in sports and/or extracurricular activities, all parties have a responsibility to:

- Maintain and enhance the dignity and self-esteem of other individuals by demonstrating respect for fellow parties regardless of body type, athletic ability, gender, ethnic or racial origin, age, religion, disability, sexual orientation or economic status. For further information see our *Equity and Inclusive Education Policy No. 1.2.23*
- Refrain from any behaviour that constitutes harassment e.g., comments or conduct directed toward an individual or group, which is offensive, abusive, racist, sexist, degrading or malicious. For further information see our *Violence Prevention Policy No.2.1.7*.
- Refrain from participating in (or supporting) behaviour that constitutes bullying e.g., repeated and aggressive behaviour directed at an individual or individuals that is intended to cause (or should be known to cause) fear and distress and/or harm to another person's body, feelings, self-esteem, or reputation. For further information see our *Safe Schools: Student Discipline, Bullying Prevention and Intervention Policy No. 2.1.18*.
- Refrain from participating in (or supporting) behaviour that constitutes hazing e.g., any activity expected of someone joining a group (or to maintain full status in a group) that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate. For further information visit: <http://hazingprevention.org/>; <http://www.stophazing.org/>; or <http://www.insidehazing.com/>.
- Refrain from participating in (or supporting) behaviour that constitutes sexual harassment such as unwelcome sexual comments, advances or conduct of a sexual nature. For further information see our *Violence Prevention Policy No.2.1.7*.
- Respect the property of others and not willfully cause damage. Any expense related to property damaged with intent will be the responsibility of the student and/or their parent/guardian. For further information see our *Code of Conduct Policy No. 2.1.6*.
- Abstain from the use of alcohol, vaping, tobacco, marijuana, illegal substances and performance enhancing drugs.
- Participate and appear on time for all competitions, practices, training sessions, events, activities, meetings and projects to which the student has made a commitment, unless ill or have been excused, in advance, by the teacher, coach, volunteer or chaperone.
- Refrain from unsportsmanlike conduct with any official, coach, student-athlete or spectator such as taunting, refusing to shake hands or using profane language or gestures.
- Dress in a manner representative of District School Board Ontario North East.



District School Board
Ontario North East

APPENDIX F

**SCHOOL FIELD TRIPS & EXCUSIONS
PARENT / GUARDIAN CONSENT TO PARTICIPATE**

School: _____ Date: _____

Teacher in Charge: _____

Name of Field Trip: _____

Date(s) of Field Trip: _____

(Please see the attached letter / itinerary for full details regarding this field trip / excursion.)

Re: _____
Child's name (please print)

My child's Student Medical History Form is current and accurate
(If not, please contact the school immediately with any changes)

My child carries emergency medication for: _____

Special medical needs and procedures: _____

Special dietary needs/allergies: _____

Parent/Guardian Name: _____

Primary Contact Number: _____

Alternate Contact Number: _____

SPECIFIC PERMISSION FOR WATER-RELATED ACTIVITIES

- No swimming will be permitted at any time if certified lifeguards are not on duty.
- Swimming, with certified lifeguards on duty, will be permitted when participants have presented explicit specific written permission from the parent/guardian to the teacher(s) in charge.

Swimming at supervised pools and supervised waterfronts:

- Certified lifeguards must be on duty.
- All rules and safety guidelines are to be reviewed with participants prior to the trip.
- Teachers/supervisors must accompany students to the pool and be on deck/shoreline or in the water.

Swimming in open water:

- Students in K1 to Grade 6 will not be permitted to swim in open water at any time.
- Students in Grades 7-12 who pass the required swim test or provide proof of Bronze Medallion certification or higher are not required to wear a personal flotation device (PFD) when there is a certified lifeguard on duty, and swimming is a scheduled part of the itinerary.
- Students in Grades 7-12 who pass the required swim test wearing a PFD are required to wear a PFD at all times when swimming. There must be a certified lifeguard on duty and swimming must be a scheduled part of the itinerary.
- All lifeguards must be certified, a minimum ratio of 1 lifeguard per 10 students. The lifeguard shall not be a participant on the field trip.
- No diving will be permitted at any time.

Boating/Watercraft activities:

- Pupils may only participate in trips involving boating with explicit specific written permission of their parent/guardian.
- All participants must complete and pass the required swim test. Students that pass the swim test wearing a PFD are allowed to participate, but will be required to wear a PFD at all times while on or near the water.

- PFDs, as approved by Transport Canada, are worn at all times by pupils in watercraft (e.g., canoes, paddle boards, kayaks, inflatables), except on licensed commercial passenger vessels.
- Activities taking place on or near water require participants to pass a swim test. Students who wear a PFD to pass the swim test are allowed to participate but are required to wear a PFD at all times while on or near the water. These tests will be administered by a certified aquatic instructor, and are based on the Lifesaving Society’s Swim to Survive™ Standard. Swim tests must be administered within the school year that the activity is taking place. In lieu of completing the swim test, students may provide proof of Bronze Medallion certification or higher. Students who do not pass the swim test may not participate in the field trip/excursion. This test would include, but not be limited to, the following requirements:
 - Rolling entry (backwards or forward) into deep water at 2.75m (9’) minimum depth
 - Tread water for 1 minute
 - Swim 50m (164’) continuously, any stroke
- Results of swim tests will be provided to students, parents/guardians, teachers, trip supervisors, lifeguards and instructors. Students who do not pass the required swim test will not participate in the field trip/excursion.

Swimming is NOT part of this field trip.

Swimming is an activity included in this field trip. Additional Information (e.g., location): _____

This field trip involves water related activities Additional Information (e.g., activity): _____

A Swim Test is required for this field trip.

Swim Test Results for you/your student: Passed Passed with PFD Failed

I hereby give specific permission for my child to participate in the swimming or other water-related activity included in this field trip.

Signature of Parent/Guardian

Date

CONSENT

Excursions both within and outside the jurisdiction of District School Board Ontario North East have significant educational benefit in extending the learning experiences of students, and enriching school life. I understand the details of this field trip and the expectations outlined in the Field Trip Rules & Regulations. I hereby give permission for my child named above to participate in this field trip.

ELEMENTS OF RISK

Excursions, sports and daily activities may present various elements of risk. Accidents resulting from such activities may occur and cause injury. The risk of sustaining injuries result from the nature of the activity and can occur without any fault of either the student, or the school board, its’ employees/agents or the facility where the activity is taking place. The chance of an injury occurring can be reduced by carefully following instructions at all times while engaged in the activity. By choosing to participate in this activity, the risk **MUST** be assumed by the participants and their parents/guardians. I hereby release District School Board Ontario North East and its staff and agents from any and all liability for any injury sustained by me and/or my child named above, regardless of how caused, resulting from my/their participation in the above mentioned activity.

RELEASE

I further agree to indemnify and save harmless District School Board Ontario North East and its staff and agents from any and all suits, demands, torts, and actions of any kind which may be brought against its staff or agents for which it/they may become liable by reason of any injury, loss, damage or death resulting from, or occasioned to, or suffered by any person or any property, by reason of any act, neglect, or default of mine or my child named above.

Signature of Parent/Guardian

Date

NOTE: FAILURE TO COMPLETE, SIGN AND RETURN THIS FIELD TRIP FORM BY THE DUE DATE CONSTITUTES DENIAL OF PERMISSION TO PARTICIPATE IN THIS FIELD TRIP.

Form Due by: _____

**** Parents/Guardians: Please detach and retain this page for your information. ****

School: _____ Student Participant: _____

Name of Field Trip: _____

Date(s) of Field Trip: _____

Teacher in Charge: _____

Other Supervisors:

➤

➤

➤

Field Trip / Excursion Itinerary:

More detailed itinerary attached Yes To Follow Not Required

Accommodations:

Student Costs: There are no student costs on this field trip; OR

\$ ➤

\$ ➤



FIELD TRIP RULES & REGULATIONS

1. Students are expected to behave at all times in keeping with what is considered common courtesy and common sense. Students shall comply with the rules of the school and the requirements of the school's student code of conduct and provincial code of conduct (Safe Schools Policy).
2. Students are subject to the authority of the designated chaperones at all times. The teacher is in loco parentis during the trip; all places the excursion visits are the 'school' for the duration of the field trip and for the purpose of the school's authority.
3. Students shall take part in all activities that are planned for the group.
4. The consumption of alcohol or the use of drugs on all school trips is prohibited, with the exception of prescribed medications.
5. Students shall be available for room check at the time designated by the chaperone(s).
6. Buses will leave at the times designated by the chaperones. It is unreasonable to ask buses to be held any longer than 15 minutes.
7. Parental permission for all trips will be necessary for all students under 18 years of age. Adult students (18 years or over) may sign permission forms on their own behalf.
8. The parent agrees that the teacher may require that the students' room and belongings be made available for inspection where the teacher has reason to believe that any rule has been violated.
9. Failure to comply with or breach of rules will result in the student immediately being sent home at the parent's expense.
10. The Code of Expectations for Participation in Sports and/or Extracurricular Activities has been read and agreed to for all trips for any extracurricular group or sports team (Appendix D).



VOLUNTEER DRIVER: AUTHORIZATION TO TRANSPORT STUDENTS PART A

This form will authorize _____

To transport students participating in the events listed on the attached school schedule, **OR**

1. To transport students participating in the following school activity:

Vehicle Details: MAKE: _____ YEAR: _____ LICENCE #: _____

Date	School Name	Principal's Signature
------	-------------	-----------------------

ALL "TRIP DRIVERS"¹ INCLUDING VOLUNTEER DRIVERS ARE ADVISED THAT, IN ORDER TO BRING INTO EFFECT THE BOARD'S LIABILITY INSURANCE THEY MUST:

- A) Use a licensed automobile which carries valid automobile Third Party Liability insurance as required under Ontario legislation;
- B) Provide the school board with prompt written notice, with particulars, of any accident arising out of the use of a licensed automobile during a trip on board-related business;
- C) Be aware that the school board's Excess Automobile Liability insurance comes into effect only after the vehicle owner's primary Third Party Liability insurance limit has been exhausted;
- D) Be aware that any damage to the volunteer's vehicle, the cost of any insurance deductible or premium adjustment as the result of an accident while the vehicle is being used on board-related business is NOT covered by the school board's Excess Automobile Liability insurance;
- E) Be aware that if the vehicle is equipped with passenger-side airbags, children under 12 years should not be permitted to ride in the front seat. (See manufacturer's recommendation.)

¹ defined as any person authorized by the board who has agreed to be a driver for a certain trip while they are driving their own or another licensed automobile. This includes, but is not limited to: Trustees, employees, parents, and volunteers.

DECLARATION TO BE SIGNED BY DRIVER

- I declare that I hold an unrestricted driver's license and am authorized to drive in Ontario, and my vehicle is insured by a valid automobile liability insurance policy as required by Ontario law.
- I declare that the vehicle described above is mechanically fit and that there are seat belts in working condition for all passengers.

Date	Signature
------	-----------

DECLARATION TO BE SIGNED BY OWNER (IF DRIVER DOES NOT OWN THE VEHICLE)

- I declare that I have authorized _____ to drive my vehicle to transport students participating in the school event(s) listed on or attached to this form.
- I declare that this person holds an unrestricted driver's license, is authorized to drive and is insured as an operator under the vehicle's liability insurance.
- I declare the vehicle described above is mechanically fit and that there are seat belts in working condition for all passengers.

Date	Name	Signature
------	------	-----------

**VOLUNTEER DRIVER: AUTHORIZATION TO TRANSPORT STUDENTS
Part B**

SUMMARY OF INSURANCE

(1) Volunteer Supervisors on School Premises

The school board's Liability insurance policy protects both staff and volunteers who are working within the scope of their duties for the board. This coverage responds to law suits that are brought against staff or volunteers who are supervising school events and provides up to \$24 million for each occurrence.

(2) Volunteer Drivers for School Activities

Ontario legislation makes automobile insurance compulsory in the Province of Ontario. The same legislation makes the owner's insurance primary coverage in the event of an accident – in other words, the insurance carried on the vehicle responds first.

If a vehicle which is not owned by the school board is being operated by a volunteer or any other board employee for approved school related activities, the board's Non-owned Automobile insurance endorsement will respond to Third Party Liability claims in **excess** of the owner's insurance limit up to a total combined limit as stated in the Non-owned Auto policy.

There is no coverage provided by the school board's insurance for damage to volunteer's or employee's vehicles while they are being operated for board activities.

According to Provincial legislation, passengers who are injured would recover Accident Benefits coverage from their own or a parent's automobile policy. In the absence of a personal or family automobile policy, the passenger would then be eligible to recover benefits from the insurance policy covering the vehicle in which they were riding.

(3) Personal Automobile Insurance Coverage

For the protection of volunteer drivers, it is recommended that drivers carry a minimum of \$2 million of Third Party Automobile Liability insurance. Volunteers and board employees who use their personal vehicles for transporting students to school activities should advise their insurance carrier.



District School Board
Ontario North East

APPENDIX H

STUDENT MEDICAL HISTORY FORM

Parents/Guardians are asked to complete the following medical information form, acknowledgement of Elements of Risk Notice and request to participate in physical education and/or intramural activities. This form must be completed and signed for every student participating in overnight trips and on school teams. Students over 18 years of age may complete and sign their own form. Some of the information requested may have to be obtained from your doctor or pharmacist.

STUDENT'S NAME: _____ DATE OF BIRTH: _____

PARENT/GUARDIAN'S NAME: _____

ADDRESS: _____

PHONE(s): _____ FAMILY DOCTOR: _____

TO CONTACT IN CASE OF EMERGENCY (If Parent/Guardian cannot be reached at above numbers):

	Name:	Relation to Student:	Phone(s):
1.	_____	_____	_____
2.	_____	_____	_____

ALERT: This student has a medical condition that requires special attention / consideration.

YES

PARENTS: If "YES" please contact the teachers and/or coaches to discuss the medical condition.

TEACHERS: If "YES", a copy of the Plan of Care must accompany the student on all field trips / excursions, and be in the care of the field trip supervisor.

Date of last complete medical examination: _____

Date of last tetanus immunization: _____

1. Life-Threatening Medical Conditions:

Does your child require **emergency medication** in case of a life-threatening medical condition? If yes, please give details of medical needs and procedures:

YES

(NOTE TO PARENTS: Emergency medication must accompany the student at all times.)

2. Medical Conditions:

Has your child been diagnosed as having any of the following medical conditions?

Asthma Epilepsy Diabetes Heart Disorders
 Allergies Chronic Bronchitis Car/Air Sickness Other

Please provide full details: _____

YES

3. Physical Ailments:

Please check any that apply and provide relevant details.

YES

- Arthritis/Rheumatism Spinal Conditions Dizziness Fainting
 Orthopedic Conditions Chronic Nosebleeds Headaches Hernia
 Trick or Lock Knee

Relevant Details: _____

Swollen, Hyper-mobile or painful joints: _____

Head/Back conditions or injuries, including any diagnosed concussions (in the past 2 years): _____

4. Medic Alert Information:

Does your child carry a medical alert? If yes, please indicate what type:

YES

- Bracelet Chain Card Other: _____

Please specify what is written on it: _____

5. Has the student undergone any surgery?

YES

If yes, please give particulars: _____

6. Medications:

Does your child take any prescription drugs?

YES

If yes, please state the nature and name of the medication, and provide details regarding how and when it is administered, and by whom.

(NOTE TO PARENTS: An adequate supply must be provided, in labeled prescription bottle, for any school trips/excursions)

7. Medication Allergies:

Is your child allergic to any of the following medications? If yes, please indicate:

YES

- Penicillin Tetracycline Sulpha Compounds Other: _____

Any relevant details: _____

8. Is the student allowed a blood transfusion?

NO YES

9. Oral, Hearing and Visual Appliances:

Does your child wear any appliances? If yes, please check all that apply:

YES

- Eyeglasses Orthodontic Appliance Hearing Aid
 Contact Lenses Crowns Other: _____

10. Is the student on any special diet or prevented/not allowed to eat certain foods?

YES

If yes, please provide details: _____

11. Do you know of any reason whatsoever that may cause this student not to participate in school trips, sports or other activities? If yes, please provide details: YES

12. Are there any other special considerations that the school should be aware of? YES
If yes, please provide details: _____

PLEASE NOTE:

If your child is presently diagnosed with a concussion by a medical doctor/nurse practitioner, that was sustained outside of school physical activity, the Documentation of Medical Examination (Concussion Procedures Appendix D-4) must be completed before the student returns to physical education classes, DPA, intramural activities and interschool practices and competitions. Request the form from the school administrator.

ELEMENTS OF RISK NOTICE:

Excursions, sports and daily activities may present various elements of risk. Accidents resulting from such activities may occur and cause injury. The risk of sustaining injuries result from the nature of the activity and can occur without any fault of either the student, or the school board, its' employees/agents or the facility where the activity is taking place. The chance of an injury occurring can be reduced by carefully following instructions at all times while engaged in the activity. By choosing to participate in this activity, the risk MUST be assumed by the participants and their parents/guardians. I hereby release District School Board Ontario North East and its staff and agents from any and all liability for any injury sustained by me and/or my child named above, regardless of how caused, resulting from my/their participation in the excursions, sports and daily activities.

I acknowledge and have read the Elements of Risk Notice.

Name of Parent/Guardian (Please Print)

Signature of Parent/Guardian

Date

PHYSICAL ACTIVITY PERMISSION:

I give permission for my child to participate in physical activity in class, intramural clubs and/or inter-school sports, and school field trips/excursions.

I hereby declare that this form has been correctly completed, and that I am fully responsible for the contents therein. In the event of a medical emergency, it is understood and agreed upon that the leader/teacher will take whatever action appears necessary until the parent/guardian can be contacted.

Once completed, this form will be filed in the student's Ontario School Record (OSR) and is considered accurate until the parent/guardian/adult student completes and submits an updated Student Medical History Form.

Name of Parent/Guardian (Please Print)

Signature of Parent/Guardian

Date

FREEDOM OF INFORMATION - The information provided on this form is collected pursuant to the Board's education responsibilities as set out in the Education Act and its regulations. This information is protected under the Municipal Freedom of Information and Protection of Privacy Act and will be utilized only for the purposes related to the Board's Policy on Risk Management. Any questions with respect to this information should be directed to your school principal.