

STUDENT SERVICES	6000
KINGFISHER OUTDOOR EDUCATION PROCEDURES	6022

1. Policy

It is the policy of Lakehead District School Board to support the participation of students and teachers in outdoor education and environmental programs at the Kingfisher Lake Outdoor Education Centre (the Centre) under the auspices of the Kingfisher staff.

2. Definitions

2.1 Day Program

A single day excursion to the Centre. Day programs are available for Senior Kindergarten to Grade 12 classes.

2.2 Overnight Program

Normally, a three-day/two-night visit to the Centre. Overnight programs are available for students in Grades 5-12 classes.

2.3 Independent Day Program

A day visit to the Centre is booked by the classroom teacher on an available day after regular bookings have been completed. The independent day program is approved by Kingfisher staff, but is not conducted or supervised by the staff. School staff are on-site and available for emergencies and supervision.

2.4 External/Weekend Program

A day or an overnight program offered by a school or community group at the Centre. Bookings are available on a limited basis and under clearly defined conditions.

2.5 Supervisor

An individual who has reached the age of 18 years and who has agreed to assist in the supervision of a group of students. At least one supervisor must be a teacher or administrator employed by Lakehead District School Board.

3. Guidelines

3.1 All Kingfisher programs shall have curricular relevance.

3.2 Programs shall be planned by the classroom teacher in consultation with Kingfisher staff.

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3.3 Elementary students should have the opportunity to participate in at least one day program and one overnight program between Senior Kindergarten and Grade 8:

3.3.1 It is intended that every student should have the opportunity to participate in at least one day program between Senior Kindergarten and Grade 6.

3.3.2 It is intended that every student should have the opportunity to participate in at least one overnight program between Grade 5 and Grade 8.

3.3.3 Every effort will be made to include all students for participation in Kingfisher programs.

The decision will be made by the principal in consultation with the classroom teacher and parent/guardian. The school, in partnership with the parent/guardian, will be responsible for any additional supervision or care required for individual students.

3.3.4 The principal, in consultation with the teacher and the parent/guardian, may exclude a pupil from participation in a particular trip.

3.4 Parents/guardians shall receive a program outline and consent form for the program prior to the visit.

3.5 Schools shall be responsible for any willful damages or losses to Kingfisher facilities and equipment caused by students during a day or overnight program.

4. Bookings

4.1 Kingfisher staff will determine, on an annual basis, the number of days allocated to each school for day and overnight programs.

4.2 The principal, in consultation with the classroom teachers involved, will complete all booking request forms and return them to the Kingfisher office by the required date.

4.3 Kingfisher staff will coordinate specific attendance dates for day and overnight programs based on the following criteria and conditions:

- preferences of the school;
- availability of days;
- grade level and nature of requested activities; and
- winter day programs are reserved for classes in Grades 5 to 12.

4.4 After the school year bookings have been completed, any available days may be booked by individual teachers with the approval of the principal.

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5. Responsibilities

5.1 Principals

It is the responsibility of the principal to:

- 5.1.1 Ensure that booking requests are completed and returned to the Kingfisher office by the required date.
- 5.1.2 Ensure that each child has the opportunity to attend at least one day program and one overnight program between Senior Kindergarten and Grade 8.
- 5.1.3 Ensure that elementary and secondary teachers are aware of the opportunity to book classes at the Centre.
- 5.1.4 Ensure that all students participating in canoeing have achieved the Small Craft Safety Award and that this information is entered on their student record.
- 5.1.5 Designate appropriately which classes will participate in Kingfisher programs during the school year.
- 5.1.6 Ensure that the program designed by the classroom teacher, in consultation with the Kingfisher staff, is relevant to the curriculum.
- 5.1.7 Ensure that all supervisors participating in an overnight program have a current Police Record Check (PRC) with current declaration.
- 5.1.8 Ensure that all necessary arrangements have been made and that supervision is provided according to Section 6.
- 5.1.9 Ensure that transportation arrangements are made in accordance with the 3040 Transportation Policy.
- 5.1.10 Ensure that one designated vehicle, with at least the minimal public liability insurance coverage stipulated in the 3040 Transportation Policy, is on-site at all times during overnight programs to be used in case of emergency.
- 5.1.11 Arrange for reimbursement to the Centre for any willful damages or losses to Kingfisher facilities and equipment, caused by the students during the program, as reported to the principal by the Kingfisher staff.

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5.2 Classroom Teacher

It is the responsibility of the classroom teachers of those classes designated by the principal to participate in Kingfisher programs to:

- 5.2.1 Meet with Kingfisher staff to plan a program which is relevant to the curriculum and meets the needs and interests of the students.
- 5.2.2 Be familiar with the Kingfisher site prior to an overnight visit.
- 5.2.3 Inform parents/guardians of any special provisions required for the visit.
- 5.2.4 Inform the principal and Kingfisher staff of any health, behaviour or special needs of students.
- 5.2.5 Provide parents/guardians with an outline of the program to be conducted at Kingfisher.
- 5.2.6 Ensure that parent/guardian consent forms are completed in advance of the trip by parents/guardians of all students under 18 years of age.
- 5.2.7 Ensure that any medical conditions or behaviour challenges which may limit or restrict a student's ability to participate fully in the program are reported to Kingfisher staff during the planning session.
- 5.2.8 Review Kingfisher Code of Conduct with students, supervisors and volunteers prior to the visit (Appendix A).

5.3 Students

It is the responsibility of all students to abide by the school's and Kingfisher's Code of Conduct.

5.4 Kingfisher Staff

It is the responsibility of Kingfisher staff to:

- 5.4.1 Consult with classroom teachers in the planning programs. Programs should relate to curriculum and meet the needs and interests of students.
- 5.4.2 Make arrangements for any special certification required for activities scheduled during the school day.
- 5.4.3 Determine the maximum class size for any day or overnight program.

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6. Supervision

Supervisors will exhibit appropriate behaviour and require appropriate behaviour of their students in accordance with the school's and Kingfisher's Code of Conduct.

6.1 Day Programs

6.1.1 Elementary

Ensure that supervision ratios are met in accordance with 6021 Day Field Trip Policy and Procedures.

6.1.2 Secondary

Ensure that supervision ratios are met in accordance with 6021 Day Field Trip Policy and Procedures

6.2 Overnight Programs

6.2.1 Elementary

Ensure that supervision ratios are met in accordance with 6020 Extended Field Trip Policy and Procedures.

6.2.2 Secondary

Ensure that supervision ratios are met in accordance with 6020 Extended Field Trip Policy and Procedures.

6.2.3 Where male students are included, it is required that at least one male supervisor accompany the group. Where female students are included, it is required that at least one female supervisor accompany the group. Kingfisher staff will be considered as supervisors during the school day.

6.2.4 There must be one teacher or supervisor on-site at all times with current Red Cross Standard First Aid qualifications, St. John Ambulance Standard First Aid or the equivalent.

7. Swimming

Swimming is not permitted for day and overnight programs at the Centre.

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8. Canoe Activities

- 8.1 Canoeing is an optional activity. Students may be exempted from canoeing by parents, teachers, principals or Kingfisher staff.
- 8.2 Students may be introduced to canoe instruction in late Grade 5 (May or June). All students participating in canoeing must take the Small Craft Safety Course prior to arriving for their Kingfisher experience. In addition, students will receive safety and skills training on-site as outlined in Appendix B.
- 8.3 Students who do not participate in canoeing safety and skills are not permitted to participate in on-water canoeing activities.
- 8.4 During canoe instruction and activities, all participants must wear personal flotation devices, (PFDs) which are approved by Transport Canada.
- 8.5 To instruct canoeing at the Centre, instructors must have an Ontario Recreation Canoe and Kayak Association Flatwater Instructor qualification or equivalent.
- 8.6 Canoe activity ratios will comply with Ontario Physical and Health Education Association (OPHEA) standards

9. Costs

- 9.1 The cost of all transportation will be assumed by the school.
- 9.2 A fee will be charged for participation in Kingfisher programs, established annually in accordance with 8010 Fees for Learning Materials and Activities Policy.
- 9.3 Supervision of students not participating in Kingfisher programs is the responsibility of the school.

10. Community Use

- 10.1 The Centre will be made available for community use at the discretion of the Kingfisher staff.
 - 10.1.1 Any user group not under the auspices of Lakehead District School Board must meet the current insurance standards as outlined in 8011 Use of School Buildings, Facilities and Grounds Policy and Procedures.
 - 10.1.2 All community bookings will be of a low environmental impact nature.
- 10.2 Instruction/Supervision
 - 10.2.1 The user group will provide to Kingfisher staff a detailed written outline of activities planned at the Centre for the group.

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- 10.2.2 The user group will be responsible for covering costs of instruction/supervision of its program.
- 10.2.3 It is the responsibility of Kingfisher staff to provide an on-site, pre-use orientation to first time user groups.
- 10.2.4 All outside user groups, with participants under the age of 18, must follow the supervisor ratios of this 6022 Kingfisher Outdoor Education Policy and Procedures as a minimum requirement (Section 6).
- 10.2.5 User groups are responsible for their own emergency procedures and first aid coverage.
- 10.3 A fee will be charged for use of the Centre. This charge will be established on an annual basis.
- 10.4 Canoeing
 - 10.4.1 All participants must wear approved Ministry of Transportation PFDs during all canoeing activities.
 - 10.4.2 Canoe activity with individuals under the age of 18 will comply with OPHEA standards

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11. Review

These procedures shall be reviewed in accordance with 2010 Policy Development and Review Policy.

<u>Cross Reference</u>	<u>Date Approved</u>	<u>Legal Reference</u>
3040 Transportation Policy and Procedures	November 1985	
6020 Day Field Trip Policy and Procedures	<u>Date Revised</u> June 24, 2003	
6021 Extended Field Trip Policy and Procedures	January 24, 2012 February 25, 2020	
8010 Fees for Learning Materials and Activities Policy and Procedures		
8011 Use of School Buildings, Facilities and Grounds Policy and Procedures		