



Office of the Director

Jim McCuaig Education Centre
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BOARD ADVISORY COMMITTEE
Tuesday, November 14, 2023
Jim McCuaig Education Centre

Sherril-Lynne Pharand
Director of Education

Donica LeBlanc
Chair

AGENDA

PUBLIC SESSION
7:30 p.m. – in the Board Room/Microsoft Teams

	<u>Resource Person</u>	<u>Pages</u>
1. Call to Order		
2. Disclosure of Conflict of Interest		
3. Approval of the Agenda		
4. Resolve into Committee of the Whole – Closed Session		
5. COMMITTEE OF THE WHOLE - Closed Session – 6:45 p.m. (SEE ATTACHED AGENDA)		
6. Land Acknowledgement		
7. Delegations/Presentations		
7.1 Trustee Character Award - David Farrish	G. Saarinen	Verbal
8. Approval of Minutes		
8.1 Board Advisory Committee Meeting - October 10, 2023	D. LeBlanc	1-3
9. Business Arising from the Minutes		

Trustees (Chair and Vice-Chair) and presenters of reports will be available
for comment after the Board Meeting.

LAKEHEAD DISTRICT SCHOOL BOARD

MATTERS NOT REQUIRING A DECISION:

- | | | | |
|-----|---|----------|------|
| 10. | Information Reports | | |
| | 10.1 Numeracy Report – Math Achievement
Action Plan (112-23) | AJ Keene | 4-12 |
| 11. | First Reports | | |

MATTERS FOR DECISION:

- | | | | |
|-----|---|------------|-------|
| 12. | Postponed Reports | | |
| 13. | Ad Hoc and Special Committee Reports | | |
| 14. | New Reports | | |
| | 14.1 Policy Development – 7090 Accountability
Policy (113-23) | S. Pharand | 13-25 |
| | <i>It is recommended that Lakehead District School Board
approve 7090 Accountability Policy as indicated in Report
No.113-23.</i> | | |
| | 14.2 Policy Review – 3026 Budget Variance (110-23) | K. Alaksa | 26-31 |
| | <i>It is recommended that Lakehead District School Board
approve 3026 Budget Variance Policy, Appendix A to
Report No. 110-23.</i> | | |
| | 14.3 Policy Review – 6020 Extended Field Trip (111-23) | J. Lower | 32-85 |
| | <i>It is recommended that Lakehead District School Board
approve the review of 6020 Extended Field
Trip Policy as outlined in Report No 111-23.</i> | | |

Trustees (Chair and Vice-Chair) and presenters of reports will be available for comment after the Board Meeting.

		<u>Resource Person</u>	<u>Pages</u>
14.4	Policy Review – 6021 Day Field Trip (109-23) <i>It is recommended that Lakehead District School Board approve the review of 6021 Day Field Trip Policy as outlined in Report No 109-23.</i>	J. Lower	86-125
14.5	Policy Review – 7011 Teacher Performance Appraisal (106-23) <i>It is recommended that Lakehead District School Board approve the review of 7011 Teacher Performance Appraisal Policy as outlined in Report No 106-23.</i>	M. Probizanski	126-136
14.6	Policy Review – 8011 Use of School Buildings, Facilities And Grounds (107-23) <i>It is recommended that Lakehead District School Board approve 8011 Use of School Buildings, Facilities and Grounds Policy, Appendix A to Report No. 107-23.</i>	K. Alaksa	137-155
14.7	Approval of Appointment to the Special Education Advisory Committee (108-23) <i>It is recommended that Lakehead District School Board approve the appointment of Scott McBean as a replacement member to the Special Education Advisory Committee representing Childrens Centre Thunder Bay, for the term ending November 30, 2026 as outlined in Report No 108-23.</i>	M. Probizanski	156-157
15.	New Business		
16.	Notices of Motion		
17.	Information and Inquiries		
18.	Adjournment		

Trustees (Chair and Vice-Chair) and presenters of reports will be available
for comment after the Board Meeting.

LAKEHEAD DISTRICT SCHOOL BOARD

LAKEHEAD DISTRICT SCHOOL BOARD

MINUTES OF BOARD ADVISORY COMMITTEE

Board Room/Microsoft Teams
Jim McCuaig Education Centre

2023 OCT 10
7:30 p.m.

TRUSTEES PRESENT:

Donica LeBlanc (Chair)
Ellen Chambers
Pat Johansen (Virtual)
Ron Oikonen
George Saarinen
Trudy Tuchenhagen

Leah Vanderwey
Ryan Sitch
Scottie Wemigwans
Morgann De Franceschi (Student
Trustee)

TRUSTEES ABSENT WITH REGRETS:

Emily Drake (Indigenous Student Trustee)

SENIOR ADMINISTRATION:

Sherri-Lynne Pharand, Director of Education
AJ Keene, Superintendent of Education
Heather Harris, Superintendent of Education
Jane Lower, Superintendent of Education
Michelle Probizanski, Superintendent of Education
Kirsti Alaksa, Superintendent of Business

MANAGERS/FEDERATION/UNION REPRESENTATIVES:

Jenny Fenton, Manager Human Resources

PUBLIC SESSION:

1. **Approval of Agenda**

Moved by Trustee Chambers

Seconded by Trustee Tuchenhagen

“THAT the Agenda for Board Advisory Committee Meeting, October 10, 2023, be approved.”

CARRIED

2. Resolve into Committee of the Whole- Closed Session

Moved by Trustee Oikonen

Seconded by Trustee Saarinen

“THAT we resolve into Committee of the Whole – Closed Session with Trustee Le Blanc in the chair to consider the following:

- *Confirmation of Committee of the Whole – Closed Session Minutes*
 - *June 13, 2023*
- *Finance Matter*

and that this meeting shall not be open to the public pursuant to Section 207 (2) of the Education Act as amended.”

CARRIED

COMMITTEE OF THE WHOLE – CLOSED SESSION:

3. Committee of the Whole – Closed Session items were dealt with in their entirety.

PUBLIC SESSION:

4. Confirmation of Minutes

Moved by Trustee Vanderwey

Seconded by Trustee Wemigwans

“THAT the Board Advisory Committee approve the minutes of the Board Advisory Committee Meeting, September 12, 2023.”

CARRIED

MATTERS NOT FOR DECISION:

5. Preparation of Students for Future Success (098-23)

Jane Lower, Superintendent of Education, introduced Meghan Smelow, Student Success Lead, and Roger Drcar, Student Success Resource Teacher, who presented the report. All trustees’ questions were addressed.

MATTERS FOR DECISION:

6. APPOINTMENTS TO THE 2023-2024 PARENT INVOLVEMENT COMMITTEE (099-23)

Moved by Trustee Chambers

Seconded by Trustee Oikonen

“THAT Lakehead District School Board approve the following appointments to the 2023-2024 Parent Involvement Committee effective November 15, 2023 to November 14, 2024:

- *Ahmed Bediwy, parent member;*
- *Chelsea Siver, parent member;*
- *Lorraine Mashongoane, alternate parent member;*
- *Morning Star Tom, Miiniwewinan Indigenous Education Advisory Committee representative;*
- *Tara Ingram, Special Education Advisory Committee representative;*
- *Shannon Jessiman, principal representative;*
- *Laura Prodanyk, community representative;*
- *Fred Van Elburg, teacher representative; and*
- *Connor Pratt, alternate teacher representative.”*

CARRIED

7. POLICY REVIEW – 7060 STAFF TRAINING AND PROFESSIONAL DEVELOPMENT (096-23)

Moved by Trustee Vanderwey

Seconded by Trustee Saarinen

“THAT Lakehead District School Board rescind 7060 Staff Training and Professional Development Policy.”

CARRIED

8. POLICY REVIEW – 8011 USE OF SCHOOL BUILDINGS, FACILITIES AND GROUNDS (097-23)

Moved by Trustee Tuchenhagen

Seconded by Trustee Chambers

“THAT Lakehead District School Board approve the review of 8011 Use of School Buildings, Facilities and Grounds, as indicated in Report No. 097-23.”

CARRIED

9. Adjournment

Moved by Trustee Saarinen

Seconded by Trustee Johansen

“THAT we do now adjourn at 8:19 p.m.”

CARRIED

LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2023 NOV 14
Report No. 112-23

TO THE CHAIR AND MEMBERS OF
THE BOARD ADVISORY COMMITTEE - Public Session

RE: NUMERACY REPORT - MATH ACHIEVEMENT ACTION PLAN

1. Background

- 1.1 In the spring of 2023, the Ministry of Education announced a significant investment to improve student achievement in mathematics.
- 1.2 They subsequently released a Math Achievement Action Plan that provides details of the investment as well as actionables for school boards. Included in these actionables were the hiring of a superintendent to lead the initiative, as well as math facilitators (coaches) to support schools identified by the Ministry of Education as priority schools.
- 1.3 School boards were to develop their own plan to be reported on three times per year. These plans are to include strategies, data, and key performance indicators (KPIs) to measure the success of specific strategies. The plan must be endorsed by both the director of education and Board of Trustees.
- 1.4 The plan requires strategies and actions at the Board, school, and classroom level in three priority areas:
 - fidelity to the curriculum;
 - mathematics content knowledge for teaching; and
 - knowing the learner.

2. Situation

- 2.1 Lakehead District School Board (LDSB) has created a Math Achievement Action Team to create a plan for mathematics improvement across the system and in priority schools.
- 2.2 This plan populates the required reports for the Ministry of Education and identifies specific strategies and KPIs used to measure success and growth.
- 2.3 Included in Appendix A are the specific strategies, actions, and key performance indicators to be included in the Ministry of Education report.

3. Conclusion

Significant data and needs analysis, consultation, and planning have gone into the creation of LSDB Math Achievement Plan. The plan is comprehensive and ambitious and puts the mathematical learning needs of students at the forefront of school achievement teams and classroom teachers. While it will take long-term effort to significantly improve mathematics teaching and learning, the plan provides a foundation for classroom teachers, program support staff, and school administrators to build from.

Respectfully submitted,

AJ KEENE
Superintendent of Education and Board Math Lead

SHERRI-LYNNE PHARAND
Director of Education

Math Achievement Action Plan – All Schools

Priority Action 1: Ensuring fidelity of curriculum implementation including the intentional use of proven strategies that support academic math achievement

Areas of Need		<ul style="list-style-type: none"> - Align classroom practice to make certain all teachers are following the same scope and sequence, ensuring alignment of curriculum - Increase effective use of high-impact strategies by all classroom teachers (with a particular focus on grades 3,6,7 and 8) through professional learning - Ensure schools have appropriate levels of mathematics resources, including manipulatives and professional resources - Engage and connect parents in their child's learning, including educating parents in supportive practices 			
Board Level Strategies					
Strategy	Actions	Short-Term Outcome	KPI	Long-Term Outcome	KPI
Align resources, including staffing, with mathematics priorities	Assign coaches to priority schools in priority grades to develop a strong practice that will then be shared within the school across grades	Increased % of grade 3 and 6 teachers and administrators who feel the support of a coach has had a positive influence on teacher instructional practice	Survey of grade 3 and 6 teachers and admin in priority schools	Improved student achievement outcomes	23-24 EQAO results
	Secure board funding to provide mathematics training to key grade levels (3,6,7,8)	Increased % of targeted teachers and admin who feel the training has improved their instruction	Survey of grade-targeted teachers and administrators	Improved student achievement outcomes	23-24 EQAO results RC Data
Provide guidelines, resources and supports for mathematics curriculum-aligned long-range plans, unit plans, and lesson plans	Provide and train all teachers 1-8 with a scope and sequence to follow for the course of the year	Greater consistency in schools and across the system in the delivery of curriculum content and high-impact instructional strategies	Survey of school administrators	Improved student achievement outcomes	23-24 EAO results RC Data
	Provide schools with resource lists of supporting materials required by grade (eg manipulatives, professional resources, digital tools)	Schools will find and properly distribute resources, followed by an increased use of resources by teachers	School Inventories and Survey of target teachers	Improved student achievement outcomes	KH Assessments 23-24 EQAO results RC Data
	Restructure our Microsoft Team for LPS Mathematics that provides all teachers with teaching resources (eg slide decks, assessment tools, professional development resources, etc) that align with our board's comprehensive math plan	Teachers will access and utilize the tools and resources contained in the MS Team	Usage tracking of MS Team Administrator walkthroughs	Improved student achievement outcomes	23-24 EQAO results RC Data

Math Achievement Action Plan – All Schools

Leverage digital math resources to support curriculum-linked practice at home	Provide all teachers in grades 1-8 with training and support to utilize Knowledgehook as a home support and practice tool	Families will engage in math learning at home with their children	Home usage data	Improved student achievement and confidence in mathematics and improve home support and engagement for math learning	EQAO Student survey Parent survey
School Level Strategies					
Strategy	Actions	Short-Term Outcome	KPI	Long-Term Outcome	KPI
Directly connect long-range plans, course outlines, lesson plans, and reporting to current curriculum expectations (eg, educators consult the Curriculum and Resources website regularly to ensure alignment)	Provide a scope and sequence and training for all English teachers in grades 1-8 for the course of the year	Greater consistency in schools and across the system in the delivery of curriculum content and high-impact instructional strategies	Survey of school administrators	Improved student achievement outcomes	23-24 EQAO results RC Data KH Assessments
Engage in ongoing professional learning (eg, in grade/division/department meetings, learning teams, classroom visits) on the curriculum, including making connections across strands	Devote time at every staff meeting to check in with the usage of board-provided resources (connected to scope and sequence, course outlines, lessons, curriculum expectations, sample tasks, and fluency continuum) Provide mathematics training to key grade levels (3, 6, 7, 8) focused on high-impact instructional strategies and content knowledge development in fluency, number, and proportional reasoning	Greater consistency in all classes in the delivery of curriculum content and high-impact instructional strategies	Survey of school administrators	Improved student achievement outcomes	23-24 EQAO results RC Data KH Assessments
Make intentional staffing decisions to ensure teachers of key grades have deep understanding of the curriculum, including understanding instructional practices to effectively teach and assess curriculum concepts and skills	Devote time at every staff meeting for professional learning in fluency development	Increased % of targeted teachers and admin who feel the training has improved their instruction and content knowledge % of Admin/coaches who feel school-level training has improved consistency of math instruction	Survey of grade-targeted teachers and administrators Survey of administrators and coaches	Improved student achievement outcomes	23-24 EQAO results RC Data KH Assessments
	Anchoring strong instruction in key grades (eg, 3, 6, 8) to provide optimal learning opportunities for students	% of school administrators who feel strategic staffing has had a positive impact on student outcomes	Survey of school administrators	Improved student achievement outcomes	23-24 EQAO results

Math Achievement Action Plan – All Schools

Classroom Level Strategies					
Strategy	Actions	Short-Term Outcome	KPI	Long-Term Outcome	KPI
Draw explicit connections to and between mathematical processes and in lesson planning and use proven instructional and assessment practices (eg, High-Impact Instructional Practices)	Teachers in grades 3 and 6 will consistently utilize high-impact strategies with more effectiveness and consistency	Change in teacher practice results in improved instructional strategies	Survey of admin and grade 3 and 6 teachers	Improved student achievement outcomes	EQAO results RC Data KH Assessment data
	Provide training to all grades 3 and 6 teachers focused on developing skills in utilizing high-impact teaching strategies	Increased % of targeted teachers and admin who feel training has improved their skill in utilizing high-impact teaching strategies	Survey of grade-targeted teachers and administrators	Improved student achievement outcomes	23-24 EQAO results RC Data
Use a variety of assessment tools to inform next steps in curriculum implementation (eg, teacher prompts on the Curriculum and Resources website, exit cards to inform lesson planning in response to student needs)	Train teachers in grades 3,6,7 and 8 to utilize various diagnostic tools to determine student needs	% of teachers in grades 3,6,7 and 8 who feel having diagnostic tools resulted in more precise and responsive instruction	Survey of grade-targeted teachers	More precise and responsive teaching based on student needs, resulting in improved student achievement outcomes	EQAO results RC Data KH Assessment data
	Provide training and support to teachers to utilize Knowledgehook as an assessment/diagnostic tool	Increase the number of teachers using Knowledgehook as a diagnostic tool (BOY/EOY, unit cluster missions)	Usage data	More precise and responsive teaching based on student needs, resulting in improved student achievement outcomes	EQAO results RC Data KH Assessment data

Math Achievement Action Plan – All Schools

Priority Action 2: Engaging in ongoing learning on mathematics content knowledge for teaching

Areas of Need		<ul style="list-style-type: none"> - Newer workforce with limited experience in math instruction - Less than 40% of staff with at least P/J Math Part 1 - New curriculum that is not well known by all staff (supports continue to be added to curriculum document) - Need to build the capacity of educators to respond to student thinking in meaningful ways that make connections for all students in class and build student toolkits 			
Board Level Strategies					
Strategy	Actions	Short-Term Outcome	KPI	Long-Term Outcome	KPI
Prioritize mathematics content knowledge for teaching in professional learning opportunities and in the allocation of resources, including staffing	Provide training (release time and PA Days) focusing on problem-solving, assessment and monitoring, and developing key mathematical concepts (eg fluency, fractional understanding, proportional reasoning)	Increased teacher content knowledge and confidence in developing key mathematical concepts and strategies	Survey of teachers in grades 3,6,7 and 8	Improved student achievement outcomes	23-24 EQAO results RC Data
	Offer P/J Mathematics Part 1 to any permanent elementary teacher at no cost— course will be led by LPS teachers to ensure connection to board priorities	Increase the number of teachers with P/J Math Part 1 qualifications	Qualifications data	Improved student achievement outcomes	23-24 EQAO results RC Data
School Level Strategies					
Strategy	Actions	Short-Term Outcome	KPI	Long-Term Outcome	KPI
Engage in regular collaborative meetings (eg, team teaching, collaborative analysis of student work, school and/or board networks, classroom visits) to deepen knowledge of mathematics, curriculum, instructional starting points, and interventions	Devote time at every staff meeting to review content areas and curriculum (connected to scope and sequence, training, and assessments)	Increased percentage of teachers in grades 3 and 6 who feel that the training focused on lesson planning and high-impact teaching strategies has significantly improved their mathematics instruction	Survey of teachers in grades 3 and 6	Improved student achievement outcomes	23-24 EQAO results RC Data

Math Achievement Action Plan – All Schools

Classroom Level Strategies					
Strategy	Actions	Short-Term Outcome	KPI	Long-Term Outcome	KPI
Access resources (eg, teacher supports on the Curriculum and Resources website), experts (eg, curriculum consultant, school math facilitator), and professional learning to continuously develop content knowledge for teaching	Provide and train teachers to use a scope and sequence and supporting slide decks that include “front matter” that connects activities and curriculum to the appropriate content knowledge for teacher professional development Support Priority schools with an at-the-elbow coach to provide instructional and content-knowledge co-learning opportunities	Teachers will increase their content knowledge for curriculum-specific areas Increased % of school admin who believe that having a coach has improved teacher practice and content knowledge	Survey of 3 and 6 teachers Survey of school administrators	Improved student achievement outcomes	23-24 EQAO results RC Data 23-24 EQAO results RC Data

Math Achievement Action Plan – All Schools

Priority Action 3: Knowing the mathematics learner, and ensuring mathematical tasks, interventions, and supports are relevant and responsive

Areas of Need		<ul style="list-style-type: none"> - Specific tools to assess and diagnose student learning needs and gaps - Training for staff to provide more precise and responsive teaching to identified needs and gaps - Culturally relevant practices to engage all learners - Increased student confidence in mathematics 			
Board Level Strategies					
Strategy	Actions	Short-Term Outcome	KPI	Long-Term Outcome	KPI
Provide a digital math tool to support student mathematics learning at home and/or at school, that can be used by teachers to understand current student learning levels and provide targeted supports for students	Provide training and support to teachers to utilize Knowledgehook as an assessment/diagnostic tool	Increase the number of teachers using Knowledgehook as a diagnostic tool (BOY/EOY, unit missions)	Usage data	More precise and responsive teaching based on student needs, resulting in improved student achievement outcomes	EQAO results RC Data KH Assessment data
	Provide training and support to teachers to utilize fact fluency resource documents, assessments, and deliberate practice opportunities that align with grade level curriculum expectations	Increase the number of teachers using fact fluency assessments as a diagnostic and progress monitoring tool	Survey of grade-targeted teachers and administrators	More precise and responsive teaching based on student needs, resulting in improved student achievement outcomes.	
School Level Strategies					
Strategy	Actions	Short-Term Outcome	KPI	Long-Term Outcome	KPI
Integrate common open and parallel learning tasks across grades/divisions that foster student ownership of mathematics, while ensuring all students have accessible entry points into learning	Provide and train teachers in the use of board-created slide decks that have curriculum-aligned, open-ended tasks to engage all learners.	Increased % of targeted teachers and admin who feel the training has improved their instruction	Survey of grade-targeted teachers and administrators	Improved student achievement outcomes	23-24 EQAO results RC Data
	Train grade 7 and 8 teachers in the pedagogy behind Building Thinking Classrooms	Increased % of targeted teachers and admin who feel training has improved their instruction	Survey of grade-targeted teachers and administrators	Improved student achievement outcomes	23-24 EQAO results RC Data

Math Achievement Action Plan – All Schools

Monitor and respond to students' perception of and confidence in math (eg, written surveys, student conferencing, family, and community engagements)	Check-ins with students on their attitudes and mindset with math	Increased % of students in targeted grades who feel they are good at math	Survey of students	Improved student achievement outcomes	23-24 EQAO results RC Data
Classroom Level Strategies					
Strategy	Actions	Short-Term Outcome	KPI	Long-Term Outcome	KPI
Adapt lesson planning in response to data collected from multiple, frequent assessment opportunities (eg, interviews, conversations, student agendas, exit tickets, portfolios, surveys)	Train teachers in grades 3, 6, 7 and 8 to utilize various diagnostic tools to determine student needs.	Increase in % of teachers in targeted grades who believe that collecting data from multiple, frequent assessments (observations, conversations, exit cards/Knowledgehook, products, performance tasks) has resulted in improved responsiveness in planning and student achievement levels.	Survey of grade-targeted teachers	Improved student achievement outcomes	23-24 EQAO results RC Data

LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2023 NOV 14
Report No.113 -23

TO THE CHAIR AND MEMBERS OF
THE BOARD ADVISORY COMMITTEE – Public Session

RE: POLICY DEVELOPMENT – 7090 ACCOUNTABILITY POLICY

1. Background

- 1.1 It is the policy of Lakehead District School Board that policies will be developed/reviewed in accordance with 2010 Policy Development and Review Policy.
- 1.2 At the June 13, 2023 Board Advisory Committee Meeting, the development of 7090 Accountability Policy was approved.
- 1.3 On September 13, 2023, the draft policy and procedures were posted on the Board website for constituent feedback and comment with input to be received by October 18, 2023. No input was received.

2. Situation

- 2.1 The policy is attached as Appendix A and the procedures as Appendix B.
- 2.2 Upon final approval, the policy will be distributed according to LDSB procedures.

RECOMMENDATION

The Board Advisory Committee recommends the adoption of the following motion,

“That Lakehead District School Board approve 7090 Accountability Policy as indicated in Report No.113-23”.

Respectfully submitted,

SHERRI-LYNNE PHARAND
Director of Education

PERSONNEL AND EMPLOYEE RELATIONS**7000****DRAFT - NOVEMBER 14, 2023****ACCOUNTABILITY POLICY****7090****1.0 Rationale**

The intent of this policy is to:

- safeguard public interest, trust and public confidence;
- ensure ethical and professional conduct;
- enable trustees, employees, and the general public, including parents and students, to raise concerns about suspected wrongdoing by a trustee or an employee of the Lakehead District School Board (LDSB) in respect to the business and operations of its schools, offices and facilities; and
- ensure protection against reprisal related to reporting of suspected wrongdoing.

2.0 Policy Statement

Lakehead District School Board trustees, employees, volunteers, external organizations and/or persons working for the LDSB are expected to uphold the public trust and demonstrate integrity in all dealings. All individuals are expected to act with honesty and integrity in the fulfillment of their responsibilities in accordance with the laws and regulations, LDSB's codes of conduct, policies, and procedures. The LDSB shall make every reasonable effort to discourage wrongdoing and shall establish and maintain internal controls to prevent and detect wrongdoing.

3.0 Responsibility**3.1 Director of Education**

- responsible for establishing appropriate organizational structures, systems, practices, and controls to ensure compliance with this policy in relation to the employees of the LDSB.

3.2 Board of Trustees

- responsible for enforcing this policy in relation to the director of education; and
- responsible for a complaint that a trustee has breached the Board Member Code of Conduct.

PERSONNEL AND EMPLOYEE RELATIONS**7000****DRAFT - NOVEMBER 14, 2023****ACCOUNTABILITY POLICY****7090****4.0 Guiding Principles**

- 4.1 The LDSB is committed to the safety of the learning and working environments in all schools, offices, and facilities and the effective stewardship of its resources in accordance with all applicable laws.
- 4.2 The LDSB is committed to protecting its students, staff, revenue, property, proprietary information, and other assets.
- 4.3 The LDSB will not tolerate any misuse or misappropriation of its assets.
- 4.4 The LDSB will make every reasonable effort to protect itself against wrongdoing and will establish and maintain a system of internal control to ensure, to the fullest extent possible, the prevention and detection of wrongdoing.
- 4.5 Any individual or employee who has knowledge of an occurrence of a wrongdoing or has reason to suspect that a wrongdoing has occurred, has both the right and the obligation to report the occurrence using the methods of reporting already in place under the various policies, procedures, and collective agreements. An individual or employee may choose to report the incident to their supervisor or to the director of education. If the matter relates to the director of education or a trustee, individuals may report the incident to the chair of the Board.
- 4.6 This policy does not supersede other LDSB policies, procedures and protocols and a person making a report may be directed to use other available complaint resolution processes. For example, any matters with compliance concerning union contracts, are not matters for the Accountability Policy. Such concerns or questions should be directed to an immediate supervisor, the human resources department or the appropriate union.
- 4.7 Provided there are reasonable grounds, and the report is applicable to the Accountability Policy, the LDSB shall investigate any and all incidents of suspected or alleged acts of wrongdoings. An objective and impartial investigation will be conducted regardless of the position, title, length of service, or relationship with the Board, of any party who becomes the subject of such investigation. The person who filed the report will be informed of the manner in which the disclosure was addressed, when possible.

PERSONNEL AND EMPLOYEE RELATIONS**7000****DRAFT - NOVEMBER 14, 2023****ACCOUNTABILITY POLICY****7090**

- 4.8 All participants in an investigation of a suspected wrongdoing, including persons who make a report of suspected wrongdoing, witnesses, and the persons suspected to be responsible for wrongdoing, are expected to keep the details and results of the investigation confidential, and only discuss the matter with those conducting the investigation.
- 4.9 Confidentiality will be maintained to every extent possible, but it should be understood that the nature of the investigation may be expanded beyond the complainant(s) and the respondent(s) to verify factual information.
- information will only be disclosed by the LDSB to those necessary to the investigation;
 - the LDSB cannot be held responsible for the actions of the complainant or respondent in relation to any outside agency;
 - the LDSB may be legally required to provide information to an outside authority. As well, the LDSB may be legally required to speak to the respondent regarding the incident and, where appropriate, take further action; and
 - it is because of these facts that absolute confidentiality cannot be guaranteed. All those that are involved with the investigation process must abide by the confidentiality guidelines.

Regardless of the outcome of the investigation, no action will be taken against a complainant unless it can be shown that the complaint was made maliciously or in bad faith. Any person who knowingly and purposefully makes a false, frivolous, malicious, or vexatious report may be subject to legal proceedings to obtain redress. Any employee who knowingly and purposefully makes a false, frivolous, malicious, or vexatious report may be subject to discipline, up to and including dismissal.

- reassignment or relocation for the safety/security of individuals involved is not considered discipline.

This policy does not affect or replace any duty to make a report that is required or permitted under legislation. This policy does not affect any rights under a collective agreement, legislation, the Ontario Human Rights Code, or the Canadian Charter of Rights and Freedoms.

PERSONNEL AND EMPLOYEE RELATIONS**7000****DRAFT - NOVEMBER 14, 2023****ACCOUNTABILITY POLICY****7090****5.0 Definition of Wrongdoing**

For the purposes of this statement of policy, “wrongdoing” is used to refer collectively to illegal or inappropriate conduct. Wrongdoing includes, but is not limited to:

- fraud as defined in the Criminal Code of Canada (s. 380 (1));
- misappropriation of funds, supplies, resources, or other assets;
- any computer related activity involving the alteration, destruction, forgery, manipulation of data or unauthorized access for wrongdoing purposes, in violation of 3096- Information/ Communication Technology Use Policy;
- irregular and/or improper accounting, internal controls, or auditing practices or conduct;
- conflicts of interest (personal or otherwise) influencing the objectives and decision making of one’s duties;
- conduct or practices that create a danger to life, the physical and/or mental health and well-being, safety of students, staff or other parties, where applicable, or to the learning or working environment;
- time theft (i.e., an act where an employee collects pay for time not actually worked);
- an actual or suspected violation or contravention of any federal or provincial law, regulation, LDSB policies or administrative procedures as it relates to the LDSB;
- unprofessional conduct or conduct that contravenes LDSB’s Code of Conduct; and
- knowingly directing or counselling a person to commit a wrongdoing of illegal or inappropriate conduct.

The above list is not exhaustive but is intended to provide guidance to individuals as to the kind of conduct, which constitutes wrongdoing under this policy. Employees who are in doubt as to whether a concern is an improper activity should contact their immediate supervisor or the director of education prior to reporting any wrongdoing.

PERSONNEL AND EMPLOYEE RELATIONS**7000****DRAFT - NOVEMBER 14, 2023****ACCOUNTABILITY POLICY****7090****6.0 Reprisal**

This policy prohibits reprisals or threats of reprisals against individuals or employees acting in good faith, who:

- report incidents of suspected wrongdoing;
- seek advice about making a disclosure;
- cooperate in any subsequent investigation;
- act as witnesses in any subsequent investigation; or
- act in compliance with the policy.

A reprisal is any measure taken against an individual or employee that adversely affects their employment or appointment and includes, but is not limited to:

- ending or threatening to end an individual or employee's employment or appointment;
- disciplining or suspending or threatening to discipline or suspend an individual or employee;
- imposing or threatening to impose a penalty related to employment or appointment of an individual or employee; and
- intimidating, coercing or harassing an individual or employee in relation to their employment or appointment.

An employee of the LDSB who retaliates against someone who has reported a suspected wrongdoing, in good faith, is subject to discipline, up to and including dismissal.

PERSONNEL AND EMPLOYEE RELATIONS

7000

DRAFT - NOVEMBER 14, 2023

ACCOUNTABILITY POLICY

7090

7.0 Specific Directives

The director of education has authority to issue operational procedures for reporting and investigating alleged wrongdoing involving employees.

<u>Cross Reference</u>	<u>Date Received</u>	<u>Legal Reference</u>
Trustee Code of Conduct	November 14, 2023	Ontario Human Rights Code
7030 Human Rights and Workplace Harassment		Canadian Charter of Rights and Freedoms
7040 Violence in the Workplace		Criminal Code of Canada (s.380.1)
3096- Information/ Communication Technology Use Policy		Occupational Health and Safety Act – Part III.0.1
	<u>Date Revised</u>	

PERSONNEL AND EMPLOYEE RELATIONS**7000****DRAFT - NOVEMBER 14, 2023****ACCOUNTABILITY PROCEDURE****7090****1.0 Rationale**

This Accountability Procedure is developed to support implementation of the 7090 Accountability Policy.

2.0 Objective

To establish the process for reporting of suspected wrongdoing with regard to the trustees and employees of the Lakehead District School Board.

3.0 Definitions

- 3.1 Board is the Lakehead District School Board, which is also referred to as the "LDSB".
- 3.2 External third party means an independent and neutral service provider procured by the LDSB as required to investigate claims.
- 3.3 Senior staff means senior administration, principals/vice-principals, managers.
- 3.4 Parties overseeing investigation means officials, i.e., chair of the Board, director of education, and human resources, who have authority to initiate an investigation of suspected wrongdoing.
- 3.5 Reprisal includes any harassment, intimidation, threats, or discipline against a person for making a report to the Board about a suspected wrongdoing by a trustee or employee of the LDSB with respect to the business and operations of its schools, offices, and facilities.

PERSONNEL AND EMPLOYEE RELATIONS**7000****DRAFT - NOVEMBER 14, 2023****ACCOUNTABILITY PROCEDURE****7090****4.0 Wrongdoing**

For the purposes of this procedure, “wrongdoing” is used to refer collectively to illegal or inappropriate conduct. Wrongdoing includes, but is not limited to:

- fraud as defined in the Criminal Code of Canada (s. 380 (1));
- misappropriation of funds, supplies, resources, or other assets;
- any computer related activity involving the alteration, destruction, forgery, manipulation of data or unauthorized access for wrongdoing purposes, in violation of 3096- Information/ Communication Technology Use Policy;
- irregular and/or improper accounting, internal controls, or auditing practices or conduct;
- conflicts of interest (personal or otherwise) influencing the objectives and decision making of one’s duties;
- an act or omission that creates danger to life, physical and mental health, safety of persons, or to the working environment;
- time theft (i.e., an act where an employee collects pay for time not actually worked);
- an actual or suspected violation or contravention of any federal or provincial law, regulation, LDSB policies or administrative procedures as it relates to the LDSB;
- conduct or practices that present a danger to the health, safety, or well-being of the LDSB’s students, employees, or other parties, where applicable;
- unprofessional conduct or conduct that contravenes LDSB’s Code of Conduct; and
- knowingly directing or counselling a person to commit a wrongdoing of illegal or inappropriate conduct.

The above list is not exhaustive but is intended to provide guidance to individuals as to the kind of conduct, which constitutes wrongdoing under this policy. Employees who are in doubt as to whether a concern is an improper activity should contact their immediate supervisor or the director of education prior to reporting any wrongdoing.

5.0 Application and Scope

This procedure applies to reporting by persons (including trustees, employees, the LDSB’s permit holders, volunteers, students, parents, external organizations, and the general public) of suspected wrongdoing by an employee of the LDSB in respect of the business and operations of the LDSB’s schools, offices and facilities.

This procedure also applies to reporting of suspected wrongdoing with regard to trustees of the LDSB.

PERSONNEL AND EMPLOYEE RELATIONS**7000**

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ACCOUNTABILITY PROCEDURE**7090****6.0 Reporting of Wrongdoing**

Any act of wrongdoing that is detected or suspected must be reported immediately either through the immediate supervisor or through the director of education. Additionally, employees may report suspected or detected acts of wrongdoing through confidential online portal located at www.LDSB...XXXX

Where a member of senior staff is suspected of wrongdoing, the individual or employee may notify the director of education.

- where the director of education is suspected of wrongdoing, the individual or employee may notify the chair of the Board. The chair of the Board must notify all trustees; and
- where a trustee is suspected of wrongdoing, the individual or employee may notify the director of education as secretary of the Board.

In making a report, an individual or employee must be acting in good faith with reasonable grounds for believing that there is a breach of a code of conduct, LDSB policies or questionable financial practices.

An individual or employee who makes an unsubstantiated report, which is knowingly false or made with vexatious or malicious intent, will be subject to discipline, up to and including termination of employment or vendor/contractor services.

7.0 Investigation of Suspicions or Allegations of Wrongdoing

- 7.1 The process for addressing and resolving a reporting of suspected wrongdoing must be neutral, transparent, fair and timely. This includes informing the person who filed the report of the manner in which the disclosure was addressed.
- 7.2 As with all matters of a serious nature, responsibility for ensuring all reported allegations of wrongdoing are investigated, rests with the director of education.
- 7.3 The director of education shall ensure that all instances of alleged or suspected wrongdoing shall be appropriately investigated through the appropriate avenues and reported back to the Board on an annual basis through the Audit Committee.

PERSONNEL AND EMPLOYEE RELATIONS**7000****DRAFT - NOVEMBER 14, 2023****ACCOUNTABILITY PROCEDURE****7090**

- 7.4 Outside of the annual report, the director of education shall determine when it is appropriate to inform the chair of the Board, or the Board of trustees, of an allegation of wrongdoing or the results of an investigation of wrongdoing. In addition, the director of education will inform the Audit Committee if it is a financial wrongdoing.
- 7.5 The director of education, in consultation with the LDSB's forensic consultants and/or the LDSB's legal counsel, may involve the services of internal staff and/or external resources as appropriate.
- 7.6 Employees are expected to fully cooperate with management and any others involved in the investigation and make all reasonable efforts to be available to assist during the course of the investigation. Employees have a right to representation by their bargaining unit.
- 7.7 All participants in an investigation of wrongdoing, including persons who make a disclosure, witnesses, and the persons alleged to be responsible for wrongdoing, shall keep the details and results of the investigation confidential, and shall not discuss the matter with anyone other than those performing the investigation.
- 7.8 Lakehead District School Board may develop procedures to protect the identities of all participants in an investigation of wrongdoing, including persons who make a disclosure, witnesses, and the persons alleged to be responsible for wrongdoing.
- 7.9 The director of education, chair of the Board, and/or the human resources superintendent (or HR designate), may refuse to deal with a disclosure if the information provided was determined not to be made in good faith or when not enough information is provided to be able to conduct an investigation.

When a wrongdoing is confirmed by the investigation, appropriate disciplinary action shall be taken, up to and including termination of employment and/or contract, where appropriate.

In the event of criminal misconduct, the police shall be notified.

8.0 Prohibition with Interfering with an Investigation

- 8.1 No person shall willfully obstruct management, or any others involved in an investigation of wrongdoing.

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8.2 Any person who willfully obstructs management or any others involved in an investigation of wrongdoing is subject to disciplinary measures including suspension or dismissal.

8.3 No person shall destroy, alter, falsify, or conceal a document or other thing they know or ought to know is likely relevant to an investigation of wrongdoing.

8.4 Any person who destroys, alters, falsifies, or conceals a document or other thing they know or ought to know is likely relevant to the investigation of wrongdoing, is subject to disciplinary measures, including suspension or dismissal.

9.0 Prohibition Against Counselling Interference with an Investigation

9.1 No person shall direct, counsel or cause in any manner any person to obstruct management or any others involved in an investigation of wrongdoing.

9.2 No person shall direct, counsel or cause in any manner any person to destroy, alter, falsify, or conceal a document or other thing they know or ought to know is likely relevant to an investigation of wrongdoing.

9.3 Any person who directs, counsels, or causes in any manner any person to obstruct management or any others involved in an investigation of wrongdoing is subject to disciplinary measures, including suspension without pay or dismissal.

PERSONNEL AND EMPLOYEE RELATIONS**7000****DRAFT - NOVEMBER 14, 2023****ACCOUNTABILITY PROCEDURE****7090**

- 9.4 Any person who directs, counsels, or causes in any manner any person to destroy, alter, falsify, or conceal a document or other thing they know or ought to know is likely relevant to an investigation is subject to disciplinary measures, including suspension or dismissal.

<u>Cross Reference</u>	<u>Date Received</u>	<u>Legal Reference</u>
Trustee Code of Conduct	November 14, 2023	Ontario Human Rights Code
7030 Human Rights and Workplace Harassment		Canadian Charter of Rights and Freedoms
7040 Violence in the Workplace		Criminal Code of Canada (s.380.1)
3096- Information/ Communication Technology Use Policy	<u>Date Revised</u>	Occupational Health and Safety Act – Part III.0.1

LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2023 NOV 14
Report No. 110-23

TO THE CHAIR AND MEMBERS OF
THE BOARD ADVISORY COMMITTEE - Public Session

RE: POLICY REVIEW – 3026 BUDGET VARIANCE

1. Background

- 1.1 It is the policy of Lakehead District School Board that policies will be developed or reviewed in accordance with Policy Development and Review Policy 2010.
- 1.2 At the June 13, 2023 Board Advisory Committee Meeting, 3206 Budget Variance Policy, was approved for review during the 2023-2024 school year as part of the policy development and review cycle.
- 1.3 On September 13, 2023, the draft policy and procedures were posted on the Board website and distributed to constituent groups for review and comment with input to be received by October 18, 2023.

2. Situation

- 2.1 There was no other constituent input received.
- 2.2 The revised policy is attached as Appendix A and the procedures as Appendix B.
- 2.3 Upon final approval, the policy will be distributed according to board procedures.

RECOMMENDATION

The Board Advisory Committee recommends the approval of the following motion,

“That Lakehead District School Board approve 3026 Budget Variance Policy, Appendix A to Report No. 110-23”.

Respectfully submitted,

ANGELA LEE-WIWCHARYK
Manager of Financial Services

KIRSTI ALAKSA
Superintendent of Business

SHERRI-LYNNE PHARAND
Director of Education

BUSINESS AND BOARD ADMINISTRATION**3000**

DRAFT- November 14, 2023

BUDGET VARIANCE POLICY**3026**1. Rationale

On an annual basis, Lakehead District School Board (LDSB) establishes its guiding principles ensuring they align with the strategic plan. These guiding principles are the building blocks of budget development. The budget is a record of decisions made, a mechanism for allocating financial resources and a means of managing activities in a planned and efficient manner. The ongoing management of the annual budget and the financial affairs of the Board require a process to report on a regular basis to trustees and senior administration the actual results of operations in comparison to budget estimates and to establish the process whereby authority is granted to vary from expenditure limits and/or program priorities as established by the budget.

2. Policy

It is the policy of LDSB that programs and activities related to the annual delivery of public education shall be governed by allocations approved during the budget process and adopted by the Board as the approved budget for that year. However, it is recognized that there are circumstances that arise during a fiscal period that result in actual revenues and expenditures varying from budgeted amounts.

3. Guidelines

3.1 The purpose of this policy is to ensure that actual activity is governed by the detailed decisions and resource allocations incorporated in the annually approved budget but that flexibility remains to react to actual circumstances which may occur as follows:

- actual enrolment different from projection;
- contracts settled at levels different from those anticipated by budget;
- system staffing is accomplished with experience and qualifications different from estimated;
- new or enhanced grant programs become available during the year;
- assumptions concerning general economic performance, such as inflationary trends and interest rates, differ from actual rates experienced; and/or
- other specific reasons for variation from budget.

3.2 Administration shall report projected budget variances during the school year as follows:

- each fall, when enrolment numbers are determined; and
- mid-way through the school year.

3.3 An annual report of variances between the approved budget and actual performance, as defined by the August 31 audited financial statements, shall be presented.

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DRAFT- November 14, 2023

BUDGET VARIANCE POLICY**3026**

- 3.4 Periodic and annual reporting will include specific analysis of contingency funds. This analysis shall detail the year-to-date distribution or allocation of the contingency funds.
- 3.5 Procedures established for reporting to the Board shall be in a format recommended from time to time by the ~~Audit~~ **Finance** Committee ~~and the Board~~, and shall focus on various levels of detail that are appropriate for the size of the function, department or activity being examined. Variance analysis shall also provide information regarding the Board's compliance with Ministry of Education reporting requirements.

4. Review

This policy will be reviewed in accordance with 2010 Policy Development and Review Policy.

<u>Cross Reference</u>	<u>Date Approved</u>	<u>Legal Reference</u>
<p><i>Ontario Regulation 361/10 Audit Committees</i></p>	<p>November 1990</p> <p><u>Date Revised</u></p> <p>June 24, 2003 May 24, 2016 November 14, 2023</p>	

BUSINESS AND BOARD ADMINISTRATION**3000**

DRAFT- November 14, 2023

BUDGET VARIANCE PROCEDURES**3026**1. Policy

It is the policy of Lakehead District School Board (LDSB) that programs and activities related to the annual delivery of public education shall be governed by allocations approved during the budget process and adopted by the Board as the approved budget for that year. However, it is recognized that there are circumstances that arise during a fiscal period that result in actual revenues and expenditures varying from budgeted amounts.

2. Definitions2.1 Administration

In the context of this policy, administration includes the director of education, superintendents and managers.

2.2 Director's **Executive** Council

Director's **Executive** Council is a committee comprised of the director of education and the superintendents.

2.3 ~~Audit~~ **Finance** Committee

The **Audit Finance** Committee is a committee of the Board appointed in accordance with Ontario Regulation 361/10 Audit Committees.

2.4 Board

In this policy, Board refers to the trustees acting in their capacities of elected officials in accordance with the Education Act.

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BUDGET VARIANCE PROCEDURES**3026**3. Implementation Procedures3.1 Approvals

In recognition of the necessity to react to actual reasons for variance from approved budgets, the following procedures shall be employed:

3.1.1 ~~Director's~~ **Executive** Council will meet on a regular basis and review ongoing operational and financial issues. ~~Director's~~ **Executive** Council will manage the variances that occur within the overall framework of the budget as they consider necessary.

3.1.2 Administration will seek approval from the Board to vary from the approved budget in the following circumstances:

- a change in policy affects the budget;
- the parameters are changed for delivery of a program previously approved by the Board;
- there is a change of direction or budget focus;
- new or additional discretionary funds are received; **and**
- a variance from budget will materially impact upon the financial position of the Board.

3.1.3 With the approval of administration, and in keeping with established practice, variances in class supplies and equipment budgets at the school level may be transferred to the subsequent fiscal period.

3.1.4 In circumstances where new or enhanced grant programs are available which would involve additions to approved program delivery and/or expenditure on supplies and equipment, and utilization of available grant funds is required within time frames which prohibit prior Board approval, the following will apply:

3.1.4.1 If an expenditure would be offset completely by additional revenue and represents no additional cost in future years because of program continuation or additional administrative or maintenance costs, the prior approval of ~~Director's~~ **Executive** Council is required and notification to the Board will be a part of the periodic interim report.

3.1.4.2 If an expenditure, net of additional revenue, results in additional continuing costs in subsequent years, the prior approval of the Board shall be obtained.

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BUDGET VARIANCE PROCEDURES**3026**3.2 Variance Analysis

- 3.2.1 In instances where over-expenditure has resulted from increased grants or other revenues, variance analysis will encompass the revenue portions of the budget as they relate directly to expenditures.
- 3.2.2 Budget variance analysis is not limited to expenditures. Enrolment-based grant revenues are to be reviewed, and variances from initial estimates projected. Reductions in grant revenue due to declines in enrolment, or other causes, will require appropriate system-wide adjustments in order to match system expenditure with projected system revenue.
- 3.2.3 Detailed variance analysis incorporated in the year-end report will be based on the following threshold amounts:

Decision Unit Total Budget	Variance Threshold
500,000 - 2,000,000	5%
2,000,000 - 10,000,000	100,000
Over 10,000,000	200,000

- 3.2.4 Administration will provide such additional, specific variance analyses as required by the ~~Audit~~ **Finance** Committee ~~or the Board~~.

4. 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>
Ontario Regulation 361/10 Audit Committees	November 1990 <u>Date Revised</u> June 24, 2003 May 24, 2016 November 14, 2023	

LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2023 NOV 14
Report No. 111-23

TO THE CHAIR AND MEMBERS OF
THE BOARD ADVISORY COMMITTEE - Public Session

RE: POLICY REVIEW – 6020 Extended Field Trip

1. Background

- 1.1 The 6020 Extended Field Trip Policy was last revised on April 26, 2016.
- 1.2 At the June 13, 2023 Board Advisory Committee Meeting, the 6020 Extended Field Trip Policy was approved for review during the 2023-2024 school year as part of the policy development and review cycle.
- 1.3 On September 13, 2023, the draft policy and procedures were posted on the Board website and distributed to constituent groups for review and comment with input to be received by October 18, 2023.

2. Situation

- 2.1 There was no other constituent input received.
- 2.2 The revised policy is attached as Appendix A and the procedures as Appendix B, and appendices as Appendix C.
- 2.3 Upon final approval, the policy will be distributed according to Board procedures.

RECOMMENDATION

The Board Advisory Committee recommends the adoption of the following motion,

“That Lakehead District School Board approve the review of 6020 Extended Field Trip Policy as outlined in Report No 111-23”.

Respectfully submitted,

JANE LOWER
Superintendent of Education

SHERRI-LYNNE PHARAND
Director of Education

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EXTENDED FIELD TRIP POLICY	6020

1. Rationale

Lakehead District School Board (LDSB) recognizes the importance of out of classroom experiences for students. Extended field trips can expand and reinforce concepts learned in the classroom, provide for new and unique learning experiences not available in the classroom, and make learning experiences more interesting and relevant for students. ***Activities outside the classroom foster a love of lifelong learning by providing opportunities for belonging, well-being, engagement, and expression. They assist students in developing positive attitudes; encourage students to problem solve as they consider the environment around them; and ensure a deeper understanding of community.***

2. Policy

It is the policy of **(LDSB)** to support the participation of students and teachers in approved extended field trips.

Overnight programs at Kingfisher Lake Outdoor Education Centre, under the auspices of Kingfisher staff, are considered to be extended field trips under the terms of this policy.

3. Guiding Principles

3.1 ~~All extended field trips must have curricular relevance.~~ **Extended field trips are valuable learning experiences with curricular relevance and tied to the learning from the classroom.**

3.2 Student participation in all extended field trips is voluntary and subject to parental approval.

3.3 ***Field trips are intentionally planned to include all students.*** Every effort will be made to ***ensure equitable inclusion.*** ~~include students with special needs on extended field trips.~~ Consideration will be given to all accommodations appropriate for the student.

This 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 children.

3.4 The principal, in consultation with the teacher and the parent/guardian, may exclude a pupil from participation in a particular trip. An alternate program will be provided at the school for such occasions.

3.5 Written parental/guardian informed consent and agreement to all conditions specified is required for all students under age eighteen participating in extended field trips.

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- 3.6 It is the principal's responsibility to ensure that suitable supervision and safety measures are provided. ***Safety and well-being shall be given the highest priority for all stakeholders.***
- 3.6.1 Supervisors will have the necessary knowledge, experience, training, and qualifications, including Police Records Checks, where applicable, and that suitable supervision and safety measures are provided.***
- 3.6.2 At least one supervisor must be a teacher employed by the LDSB.***
- 3.6.3 Approved volunteers are expected to know the details of the trip and their specific duties. They are expected to know and support the School Code of Conduct. Please refer to the LDSB Volunteer Handbook.***
- 3.7 Lakehead District School Board believes outdoor education programs and activities promote an appreciation for environment and foster a love of life-long learning. It is the policy of LDSB to support outdoor education programs that are well organized, taught and supervised by appropriately trained staff, and emphasize student safety and positive social interactions through meaningful experiences.***
- 3.8 When planning for learning in the outdoors, supervisors or instructors must meet the requirements related to certifications as well as for safety.***
- 3.7.3.9*** When arranging transportation, please refer to the 3040 Transportation Policy for guidelines.
- 3.8.3.10*** Schools will not agree to waiver any forms of liability and/or excursion agreements as a condition of participation to attend a venue, tour, or event.
- 3.11 Extended Field Trip Approval Forms will be approved by the principal, or principal and superintendent prior to any bookings being made or fundraising activities taking place.***
- 3.12 Prior to any extended field trip, specific program objectives must be clearly defined for all participants and parents/guardians. Parents/guardians will be informed of trip details, location, activities, and itinerary. Participants will have completed and returned necessary consent forms prior to the date of the activity.***

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~~3.93.13~~ It is the responsibility of the principal to ensure that field trip supervisors have the necessary knowledge, experience and training and qualifications, including Police Records Checks, where applicable, and that suitable supervision and safety measures are provided. At least one supervisor must be a teacher employed by the LDSB.

~~3.40~~**14** All high risk activities must be discussed with and approved by the superintendent or designate.

~~3.44~~**15** It is the responsibility of the principal to keep appropriate records for all extended field trips.

4. Review

This policy will 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	1985 06 04	Education Act, R.S.O. 1990, c. E.2
8012 Fundraising in the Schools	<u>Date Revised</u> April 28, 2009 April 26, 2016 November 14, 2023	_____

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EXTENDED FIELD TRIP PROCEDURES	6020

1. Policy

It is the policy of Lakehead District School Board (**LDSB**) to support the participation of students and teachers in approved extended field trips.

2. Definitions

2.1 A field trip is defined as any school sanctioned activity in which students participate outside their own school property during the day, or beyond the normal school day, or over one or more nights.

2.2 A day field trip is an educational excursion which requires students to leave the controlled environment of the school for a length of time not longer than one day.

2.2.3 An extended field trip is an excursion which requires students to be away from home for one or more nights outside the controlled environment of the school. Any overnight trip is deemed to be an extended field trip. Extended field trips may also occur outside of instructional time. These field trips may involve several students from a variety of courses/classes/grades.

2.2.4 Ongoing curricular field trip is a field trip that is established to continue throughout the year, term, or semester in order to supplement classroom learning. Permission is granted to allow for these trips to be implemented without repeated documentation. Dates for the ongoing field trips are provided prior to the first trip.

A supervisor is an individual who has reached the age of eighteen and who has agreed to assist in the supervision of a group of students: **for the purpose of regulation, direction, or ensuring the safety of field trip participants.**

2.5 Risk assessment is a systematic process of evaluating the potential risks that may be involved in a projected activity or undertaking.

2.6 A contingency plan is a plan for handling sudden or unexpected situations while travelling from one place to another. The objective is to be prepared to prevent injury to any participants.

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3. Planning, Safety and Supervision

- 3.1 ~~All extended field trips 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 en route and/or be complemented by follow-up assignments. The importance of timing the experience with relation to the classroom program should be given high priority.~~
Extended field trips are valuable learning opportunities tied directly to curriculum and learning from the classroom. It is critical that careful, intentional planning addresses curricular value, risk, funding, training, travel, supervision, and needs of students.
 - 3.1.1 ~~The Extended Field Trip Approval Form 1 requests approval in principle. It must be submitted and approved by the principal and superintendent prior to commencing any organized activity relating to the trip.~~
The Extended Field Trip Pre-Approval Form 1 must be submitted and approved by the principal and superintendent prior to commencing any organized activity relating to the trip.
 - 3.1.2 The Extended Field Trip Approval Form 2 must be approved by the principal and superintendent, a minimum of 30 days prior to the departure date. The superintendent may waive this requirement in special circumstances.
- 3.2 It is the responsibility of the principal to ensure that field trip supervisors have the necessary knowledge, experience, training and qualifications, including Police Records Checks (PRC), where applicable, and that suitable supervision and safety measures are provided. At least one supervisor must be a teacher employed by the LDSB.
 - 3.2.1 All supervisors participating in extended field trips must possess a current Police Records Check (PRC) with current declaration. The process for collection of PRCs for staff is outlined in policy 7010 Police Records Check Policy. The process for collection of PRCs for volunteers is outlined in **the** Volunteer Practices— Supervisor’s Manual.

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- 3.3 Since student safety is of paramount importance, principals and teachers must adhere to the following standard of supervision for extended field trips:

Adult to student ratios shall be at minimum:

1:5 for JK, SK, Grades 1, 2, 3

1:10 for Grades 4, 5, 6, 7, 8

1:15 for Grades 9, 10, 11, 12

- 3.3.1 No fewer than two supervisors shall accompany students on all extended field trips.
- 3.3.2 ~~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.~~
Overnight field trips will be supervised by at least two adults representing the genders of the participating students.
- 3.3.3 Increased supervision should be considered for activities involving increased risks and/or participation by students with exceptionalities.
- 3.3.4 At least one supervisor must be a teacher employed by LDSB.
- 3.4 Written parental/guardian informed consent and agreement to all conditions specified is required for all students under the age of 18 participating in field trips. Students may also be required to agree to specific conditions.
- 3.4.1 The original signed parental/guardian consent form will be retained at the school.
- 3.5 ~~The principal, in consultation with the teacher and the parent/guardian, may exclude a student from participating in a particular field trip. The principal or designate shall ensure that an appropriate alternate learning opportunity is arranged for these students, for students whose parents or guardians withhold permission to take part in an out-of-school activity, and also for students who are of the age of 18 and choose not to take part in the out-of-school activity.~~
Teachers are encouraged to maximize student participation when establishing objectives and planning the trip to allow for curriculum connections and optimal attendance by all students. Field trips should be planned to ensure the success of all students, with supports put in place to allow for all students to attend. Alternate learning opportunities are arranged for students under the age of 18 years whose parent/guardian withhold permission for the student to participate. Should there be a circumstance where a student may be excluded from a field trip, this must be in consultation with the teacher and the parent/guardian.

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- 3.6** *When planning an extended field trip, the maturity of the students and the curriculum being studied must be considered. Trips that do not reflect the curriculum or do not have a clear educational purpose or cannot be adequately supervised, will not be considered, or approved. Ontario Physical Health and Education (OPHEA) guidelines are frequently updated and must be referenced when planning school trips.*
- 3.7** *The planning of an extended field trip for students as part of an established extra-curricular team, club, or an educational competition will align with this procedure but may require accelerated approval timelines (e.g., athletics, robotics, student leadership excursions, skilled trades competitions).*
- 3.68** In approving a field trip, the principal shall consider the following factors before giving their consent:
- ~~the impact on student learning due to the loss of regular instructional time;~~
 - the contribution of the experience to curricular learning and school program objectives, including how it ties in with class activities before and after the trip;
 - the contribution of the experience to general student development;
 - the appropriateness of the field trip given the students' ages and development;
 - the safety and supervision requirements for all students on the trip;
 - the development of a responsible fiscal plan;
 - the development of an appropriate and cost-effective plan for the coverage of any teacher and support staff absence; and
 - the effect of the absence from school of teacher field trip leaders and student field trip participants on students, teachers, and programs remaining at the school.
- 3.79** If user fees are required to cover the cost of a field trip, financial assistance may be provided for a student in need, stressing equity for all students. Prior to the approval of any field trip by the superintendent or designate, any type of financial assistance shall be decided at the school and school council level and may include local fundraising, school budgets, and/or user fees.

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3.810 It is the responsibility of the principal to keep appropriate records for all extended field trips. The principal shall keep a file on an approved field trip, containing the following information:

- date(s) of the trip;
- the name(s) of the trip leader;
- the name(s) of additional supervisor(s);
- the students involved; and
- the nature and destination of the trip; **and**
- **mode of transportation to and from the destination.**

This file shall be maintained by the principal and shall be accessible in case of emergency.

3.911 All high-risk activities must be discussed with and sanctioned by the superintendent or designate.

3.4012 Some international field trips may be required to be organized through the services of a licensed and approved tour company or travel agent.

3.4413 For extended field trips, supervisors of the trip may have their trip paid for by funds paid by students or by the tour company. This should be made clear in the information provided to parents/guardians prior to the trip.

3.14 ***No advertisement or collection of money or down payments may be completed until all aspects of the trip are approved. This includes a review of all documents and contracts.***

3.14.1 ***Cancellation procedures must be clearly understood prior to signing any contracts with third party providers (e.g., travel agencies or tour companies). Information on optional trip insurance is to be provided to families.***

3.15 ***All students participating in an approved extended field trip will be afforded the opportunity to complete any assignments or assessments missed due to the trip within a reasonable time after the event, without penalty.***

3.16 ***A proposed extended field trip taking place during instructional time must include the plans for any students who may not be participating or for who permission has not been granted.***

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3.17 *Exceptions can be made and approved to allow for non high-risk activity portions of a trip to be supported with less supervision than high risk activity portions. High risk activity portions of a trip must adhere to the required minimum student to approved adult supervisor rations as outlined in 3.3. For example, for an overnight field trip where travel by bus in non high risk, the supervision ratio for travel can differ from the overnight supervision ratio. The request for this exception must be approved by the principal and superintendent.*

4. Responsibilities of Supervisors

4.1 It is the responsibility of the principal to ensure that field trip supervisors have the necessary knowledge, experience, training, and qualifications, including PRC’s, where applicable, and that suitable supervision and safety measures are provided. At least one supervisor must be a teacher employed by the LDSB.

4.2 Extended field trip supervisors include teachers and other adults responsible for the supervision of students participating in the field trip.

4.2.1 Supervisors are expected to exhibit appropriate behaviour and require appropriate behaviour in their students. Refer to the Provincial and individual school’s Code of Conduct.

4.3 Supervising teachers of students participating in the activity must ensure that all participants and supervisors are adequately prepared for the activity to be undertaken. They must be fully aware of all potential hazards and possess the knowledge, skills, and abilities necessary for safe and successful completion of proposed activities.

4.4 A detailed outline of the trip shall be supplied to each student and their parent(s)/guardians(s) including **specific program objectives**, an itinerary, information about accommodation, **mode(s) of transportation**, ~~routing~~, expected departure and arrival times, **emergency contact information**, and any other pertinent information. Refer to the Extended Field Trip Approval Checklist.

4.4.1 For wilderness trips, the proper authorities must be notified in advance of the trip and must be supplied with an itinerary of the proposed trip.

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- 4.5 Where appropriate, supervising teachers are expected to organize an orientation session with participating students, parents, and other supervisors.
- 4.5.1 Parents/guardians are to be informed of any potential risks that are inherent in the extended field trip.
- 4.5.2 Expectations with regard to conduct and sanctions to be applied for breaches of discipline should also be discussed.
- ~~4.6 At least one supervisor must hold valid certification in Red Cross Standard First Aid, St. John Ambulance Standard First Aid, or the equivalent. For specialized activities (such as those involving water or skiing), additional skills and knowledge may be required.~~
- ~~4.7 For wilderness trips, all participants must hold valid certification in Red Cross Emergency First Aid, St. John Ambulance Emergency First Aid, or the equivalent.~~
- ~~4.84.6 Supervisors must ensure that appropriate first aid supplies are available.~~
- ~~4.94.7 Supervisors must have available a list of all participants, names and addresses of persons to be contacted in an emergency, and prevalent medical conditions for each participant. Completion of the Extended Field Trip Medical Information Form is required for each participant and these forms should be safe guarded.~~
- ~~4.97.1 The original will be retained at the school and a copy carried by the supervisor.~~
- ~~4.97.2 Supervisors must be fully aware of and prepared for handling student prevalent medical conditions.~~
- ~~4.97.3 Supervisors must have a safety action plan in place prior to the trip for addressing student prevalent medical conditions.~~
- ~~4.108 In addition to the information required in the policy, the Ontario School Boards' Insurance Exchange (OSBIE) website and the OPHEA curricular supports and Ontario Safety Guidelines websites contains information related to school activities and risk management. Supervisors should review this information during the planning stages of an extended field trip.~~
- ~~4.119 Supervisors must ensure that all participants are aware of the procedures to be followed in the event that separation or an accident occurs during the planned activity.~~
- ~~4.1210 Supervisors must ensure that all participants in outdoor activities have proper clothing, footwear, and equipment.~~

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- ~~4.13 If the activity is in the water but does not require life jackets (for example, swimming or wading), at least one supervisor must hold a valid Royal Life Saving Society Canada Bronze Medallion Award.~~
- 4.14 **11 A passenger list must be kept for each vehicle by the supervising teacher.**
- 4.12 *Field trips to unfamiliar environments may impact student mental health. Special consideration should be given to students presenting with known mental health concerns which may be diagnosed or undiagnosed.***
- 4.13 *If students are considered high risk, safety planning measures should be put in place. Existing safety plans must be reviewed and updated, if necessary, prior to the field trip. The student, parent/guardian, and school principal must be required to participate in the safety planning prior to the field trip.***
- 4.14 *All supervisors must be made aware of safety plans of students participating. Supervisors should be comfortable talking about mental health and have mental health first aid training if possible. Should school principals require support with the safety planning process, they are advised to contact the school support worker, mental health lead, or superintendent.***
- 4.15 *Informed parent/guardian consent is required, and the school must provide the parent/guardian(s) with sufficient information to make an informed decision about whether their child should participate. An extended field trip information document must be prepared by the teacher supervisor and provided to all parents/guardians.***
- 4.16 *The following details must be provided to the parent/guardian:***
- ***purpose of the extended field trip;***
 - ***participants;***
 - ***itinerary;***
 - ***dates;***
 - ***departure and return times;***
 - ***location of field trip;***
 - ***transportation;***
 - ***accommodation;***
 - ***ratio of supervisors to participants;***
 - ***elements of risk;***
 - ***equipment required – clothing, footwear, protective equipment as well as items the students may be required to bring (e.g., food/water); and***
 - ***procedures in case of an emergency, including contact information of the supervising teacher(s).***

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4.17 *Lakehead District School Board does not provide accidental death, disability, dismemberment, or medical expenses insurance for students. Student accident insurance is available through LDSB at the beginning of each school year. Out of country/out of province medical insurance must be obtained by each student for all travel outside Ontario as a condition of being allowed to participate in the activity. Any requests by third party vendors for certificates of insurance must be forwarded to LDSB health and safety lead or superintendent.*

5. **Risk Assessment**

5.1 *Some level of risk is inherent to any activity. Schools must identify, evaluate, and be prepared for risks associated with educational excursions.*

5.2 *Risks with low severity require little or no mitigation. Risks with moderate severity should be mitigated or avoided. Risks that have high severity should be avoided.*

5.3 *Mitigating risks may include strategies such as increased supervision, use of protective equipment, safety training in advance, identifying and adhering to the safety rules of LDSB and the venue.*

5.4 *Supervising teachers must plan beforehand how to access emergency medical care and must prepare an emergency action plan.*

5.4 *Supervisors qualified in CPR and first aid must be available for high-risk activities as defined by OPHEA.*

6. **Equity Considerations and Accessibility for All**

6.1 *Extended field trips and excursions should reflect LDSB's commitment to equity and inclusion. Field trips and excursions must be welcoming, provide physical and cultural safety, be appropriate to the age, maturity, skill, health, and exceptionalities of all students in the class or course.*

6.2 *When planning extended field trips or excursions, consider accessibility standards and any formal supports, accommodations or modifications which are in place for students at the school and must be available to allow full and active participation in the planned trip.*

6.3 *Inclusion in field trips means accommodating students with special needs, ensuring equal access and supervision for students in accordance with Individual Education Plans (IEP), behaviour plans, and other relevant plans for individual students eligible to participate.*

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- 6.4** *All approved adult supervisors must be made aware of details of medical concerns, expected interventions and emergency care information for the students they are supervising during the extended field trip or excursion. Increased supervision should be considered in response to individual plans of care.*
- 6.5** *All proposed and approved field trips will consider students’ cultural, religious, creed, gender, and identities in order that the opportunity is inclusive for all students in the class/course.*
- 6.6** *Each school reserves funds to finance certain field trips. Students are allowed to contribute financially to a field trip. Principals and staff supervisors will ensure that no student will be hindered from participating in a field trip because they are incapable of contributing financially to the trip.*
- 6.7** *When planning field trips and excursions, supervisors must consider the financial costs to students and families.*
 - 6.7.1** *To ensure all students have the opportunity to participate in field trips and excursions, every effort should be made to keep the cost per student as reasonable as possible.*
 - 6.7.2** *The cost of occasional teachers should not be included in the cost of the trip for students.*
 - 6.7.3** *Group fundraising programs related to the activity may be essential.*
- 6.8** *A cash option shall be made available for families who do not choose or have the ability to pay online (SchoolCash).*

5.7. Water Based Activities Including Canoeing Trips

~~Educators need to ensure safety during both preparatory and actual phases of all programs involving water. In addition to the requirement of above sections 2 and 3, educators planning extended field trips involving water activities must ensure the following:~~

- ~~57.1~~ *All participants must wear a properly sized and fastened small vessel life jacket or personal flotation device, which is currently approved by the Federal Department of Transport, at all times during watercraft activities.*
All activities on or in the water require a higher level of scrutiny.
- ~~57.2~~ *Extended field trips involving canoeing are limited to students who have completed Grade 6.*

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- 57.3 ***OPHEA distinguishes between pool swimming and lake/pond/river swimming. Supervising teachers must clearly indicate the environment in which the swimming will occur.***
- 57.4 ***Trip supervisors are required to consult and follow the OPHEA guidelines that pertain to the environment for the planned field trip. Supervisors must ensure that the proper supervision ratios are met.***
- 57.5 ***All students must satisfy OPHEA’s swim test requirements in order to participate in any activities on the water (canoeing, swimming, paddle boarding, etc.). OPHEA swim test requirements must be followed and can be found on their website.***
 - 7.5.1 ***Results of the swim test and any corresponding requirement to wear a personal floatation device (PFD) must be communicated to parents before the student departs on the school trip.***
 - 7.5.2 ***The staff supervisor must retain a copy of the results and provide them to the principal of the school.***
 - 7.5.3 ***Students may provide proof of current Bronze Star or higher in lieu of a swim test.***
- 57.6 ***Where students will be participating in activities near a lake/pond/river, all participants must wear a properly sized and fastened PFD which is Transport Canada approved as identified in OPHEA regardless of swim test results.***
- 5.37.7 All participants in watercraft activities ***canoeing extended field trips and wilderness trips***, including supervisors, must demonstrate proficiency in the swimming and rescue skills through an approved certified program prior to acceptance as a participant in extended field trips involving watercraft activities.
- 5.47.8 Prior to an extended field trip involving canoeing, all participants including supervisors must demonstrate proficiency in the Canoeing Skills outlined through an approved certified program.
- 5.57.9 All canoe trips require supervision by an approved Canoe Trip Leader. An approved Canoe Trip Leader is one who has qualified under the conditions specified in Appendix C, Criteria for Canoe Trip Leader Status.

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~~5.6.7.10~~ Route planning should reflect the knowledge and experience of the participants. At least one supervisor must have travelled the proposed route.

~~5.6.17.10.1~~ Large lake crossings shall not be undertaken by elementary students. Elementary students are restricted to small bodies of water. For secondary students, if the route includes large lake crossings, this must be specified in the Extended Field Trip Approval Form 2. A route map must be attached as well.

~~5.6.27.10.2~~ No white water or fast current shall be attempted.

~~5.7.7.11~~ Supervisors must be aware of weather predictions and conditions and take appropriate precautions.

~~5.8.7.12~~ OPHEA & Ontario Safety Guidelines regarding canoe trips must be followed in planning canoe trips.

~~5.9.7.13~~ In order to take students canoeing, supervisors need a minimum certification of an Ontario Recreational Canoeing and Kayaking Association (ORCKA) Basic Instructor.

~~5.10.7.14~~ In order to take students on a canoe trip, supervisors need a minimum certification of ORCKA Canoe Tripping 3 Trip Leader. **one supervisor or instructor must have Wilder First Aid certification and at least one supervisor or instructor must be a Water Safety Supervisor with one of Bronze Cross, Bronze Star, or Wilderness Water Safety. Supervisors must have Standard First Aid and CPR certification. Trip guides must have ORCKA Canoe Tripping Level 3 or Paddle Canada Leadership Camping certification. Assistant instructors or supervisors need a minimum certification of ORCKA Basic Canoeing Level 3.**

In accordance with OPHEA requirements, staff supervisors and principals will ensure that the correct number of lifeguards will be present when students are in the water during a field trip.

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68. ~~Out of Country Trips~~ ***International Educational Trips***

68.1 Where a group is travelling outside Canada, additional information and requirements must be provided by participants and supervisors:

68.1.1 birth certificate;

68.1.2 visa/passport;

68.1.3 immunization;

68.1.4 medical history of participants;

68.1.5 extra insurance (compulsory, medical, liability, transportation); and

6.1.6 status card (as appropriate).

68.2 Where a group is travelling outside Canada, additional information and requirements, such as the following, should be considered by participants and supervisors:

68.2.1 knowledge of political/social climate of the country, relevant laws and customs; and

68.2.2 knowledge of customs regulations.

68.3 The Canadian Government – Foreign Affairs and International Trade Canada website provides up-to-date advisories for travel and must be referred to as part of the planning process.

8.4 *No advertisement, collection of money, or down payment to third party providers must be completed until all aspects of the trip are approved.*

Cancellation procedures must be clearly understood prior to signing any contracts with third party providers; information on optional trip insurance coverage is to be provided by families. Any negotiation with third party providers with respect to refunds is exclusive to the student/parent/guardian and third party provider.

The principal must approve student applicants intending on participating in the international trip prior to any funds being collected. The principal may declare any student ineligible for an extended educational trip based on reasonable and supported grounds.

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Activities planned shall conform with OSBIE and OPHEA guidelines.

- 8.5** *Fundraising to offset costs for international travel must be done in accordance with LDSB fundraising policy.*
- 8.6** *A consent form must be signed by each parent/guardian and a Student Code of Conduct agreement must be signed by each student and parent/guardian.*
- 8.7** *Teacher supervisor(s) will meet with the principal on an ongoing basis to finalize details of the international educational field trip.*
- 8.8** *Two weeks prior to departure, the supervising teacher(s) shall provide the principal with the following:*
- *third party immediate emergency contact numbers;*
 - *emergency phone tree for all trip participants;*
 - *a copy of the complete travel itinerary;*
 - *copies of immunization records and travel visas required for the trip;*
 - *copies of all relevant consent/permission forms (original);*
 - *copies of vulnerable sector screening of volunteers/chaperones, transportation forms, etc.;*
 - *copies of signed Student Code of Conduct forms;*
 - *copies of contingency plan and signed agreements in the event a student is required to return home prematurely from the planned itinerary; and*
 - *evidence of appropriate insurance coverage (third party).*
- 8.9** *Electronic copies of participant passports, health records, and/or personal identification must be deleted and destroyed upon safe arrival home of all parties from the trip, and following a debrief meeting with the principal, which will take place within 48 hours after the trip return date.*
- 8.10** *A debrief meeting with the school principal will include:*
- *trip safety;*
 - *health of participants;*
 - *travel concerns (if any);*
 - *procedural review; and*
 - *future recommendations.*

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9. **International Student Exchange Excursions**

For student exchange excursions through an authorized agency/organization, the following must be submitted:

- **information about the organization;**
- **proof of liability insurance (\$5,000,000 liability coverage);**
- **risk management information from the agency/organization (i.e., criminal reference checks for host families, supervision expectations of host families, etc.); and**
- **contract must be reviewed by principal and superintendent (with all supporting documentation provided) before the contract is signed by anyone.**

710. Transportation

710.1 School buses, private carriers, or public transportation, **or authorized commercial transportation providers** shall be used whenever possible and is the preferred method of transportation.

710.2 The teacher/leader must carry a list of passengers travelling in each vehicle used on a trip. A list of participants must be left with the principal prior to the trip.

710.3 In the event that it is necessary for teachers, parents/guardians, or students to use private vehicles for school sponsored trips, principals are directed to request written assurance from individuals that they have the minimum public liability coverage of \$1,000,000 **in third party liability**. Volunteer drivers must be in compliance with LDSB Consortium Transportation Policy and must complete the Volunteer Drivers – Authorization to Transport Students Participating in School Events form.

On all outdoor educational extended field trips, a vehicle for emergency purposes must be accessible.

10.4 **Students, age 18 years or older, can be approved as a volunteer driver by the principal and can drive themselves and/or other students provided they hold a valid Class G license. Students under the age of 18 years are to be discouraged from transporting other students on an extended field trip.**

10.5 **For trips involving boating activities, all students and approved adult supervisors must wear PFDs.**

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10.6 *In situations of inclement weather, the principal has the ultimate responsibility for the safety of students and supervisors and will make the decision in these circumstances whether the extended field trip/excursion will proceed.*

11. Equipment Considerations

11.1 *OPHEA guidelines regarding equipment, clothing, footwear, and personal protective equipment must be adhered to. If students are permitted to bring their own equipment, it must be in good working order and shall not be shared with others.*

11.2 *Detailed information about helmet requirements, safety standards associations, and/or certification standards can be found on the activity/sport pages with the equipment section of the OPHEA guidelines (e.g., CSA approved hockey helmet must be worn).*

11.3 *Staff and approved volunteers must model safe sports practice by wearing helmets during the activities.*

12. Medical Forms for Extended Field Trips

12.1 *Medical forms for each student shall be completed and need to be screened by the trip supervisor to ensure each participant is medically fit to participate. The form must be filled out by the parent/guardian or student (over 18 years) and must be taken on the school field trip by the teacher supervisor.*

12.2 *Students with prevalent medical conditions must be identified in advance of trip planning.*

§13. Additional Requirements

The procedures described in this document are not meant to be inclusive. Principals and supervisors are expected to take any other precautions necessary to ensure the safety of all participants.

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914. 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 Procedure	1985 06 04	Education Act, R.S.O. 1990, c. E.2
3070 Allowance for Use of Personal Vehicles		
3092 Privacy and Information Management		
7010 Police Records Check Policy and Procedure		
8091 Use of Volunteers in Schools Policy and Procedure		
Volunteer Practices Supervisors Manual		
OPHEA Curricular Supports	<u>Date Revised</u>	
Ontario Safety Guidelines	April 28, 2009	
ORCKA Certification	April 26, 2016	
	November 14, 2023	

Educational Extended Field Trip Pre-Approval - Form 1

School: _____

1. Trip Description:

- 1.1 Destination:
- 1.2 Departure Date:
- 1.3 Return Date:
- 1.4 Purpose:
- 1.5 Curricular Relevance:

2. Supervision

No fewer than two supervisors shall accompany students on all extended field trips and at least one supervisor must be a staff member from the school.

Overnight field trips/excursions will be supervised by at least two adults representing the genders of the participating students and include at least one staff member from the school. 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. If an overnight School Trip involves students who identify as non-binary, this should be taken into account when selecting adults to supervise.

Adult to student ratios shall be at minimum:

1:5 for JK, SK, Grades 1, 2, 3

1:10 for Grades 4, 5, 6, 7, 8

1:15 for Grades 9, 10, 11, 12

2.1 Brief Description of Participants: Total Number: Age / Grades / Genders

2.2 Number of adult supervisors: **Total Number / Genders**

It is required that you have supervisors who are of the same gender as the participants.

(6020 Extended Field Trip Procedures)

~~2. Please submit any preliminary information regarding the trip.~~

Will this excursion occur with any other LDSB school at the same time? Yes / No

If so, list which schools and lead staff supervisor _____

Type of Educational Field Trip

- *Requires local transportation, Low Risk Activity*
- *Requires transportation, Moderate Risk to High- Risk Activity*
- *Outdoor Education Wilderness Experience (excludes Kingfisher Outdoor Education Centre)*
- *Out of Province extended field trip*
- *International Travel*

Transportation Details:

Accommodation Details:

Outline of Funds Required and Source

Specific Safety Requirements to be considered:

Preliminary Itinerary Attached: Yes / No

Teacher	Principal	Superintendent
<p><i>I am forwarding this Extended Field Trip form for approval after having considered all elements listed on Procedure 6020 including the risk assessment checklist, if applicable.</i></p> <p>Signature: Date:</p>	<p><i>I have reviewed this Extended Field Trip and it meets the requirements as stated in Policy 6020.</i></p> <p>Signature: Date:</p>	<p><i>I have reviewed this Extended Field Trip.</i></p> <ul style="list-style-type: none"> ○ <i>Approved</i> ○ <i>Not Approved</i> <p>Signature: Date:</p>

Note: Extended Field Trip approval FORM 2 must be submitted a minimum of thirty (30) days prior to departure. In order to provide adequate time for consultation and/or clarification, the form should ideally be submitted as follows:

- a) Canada trips – 60 days before the trip;
- b) United States trips – 90 days before the trip; and
- c) Outside Canada & United States – six months before the trip.

It is recommended that if you are planning an extended field trip for the fall, Approval FORM 1 should be submitted by June 15 of the previous school year.

Educational Field Trip Information and Approval - Form 2

School: _____

This form should be submitted a minimum of thirty (30) days prior to departure. In order to provide adequate time for consultation and / or clarification the form should ideally be in as follows:

- A. Canada – 60 days before the trip;
- B. United States – 90 days before the trip; and
- C. Outside Canada and United States – six months before the trip.

Teacher in Charge: _____

1. Trip Description

Purpose of Trip	
Curricular Relevance	
Destination	
Departure Date / Time	
Return Date / Time	
Number of Students: Grades: Genders Total #:	
Names of Supervisors Total #:	

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.

2. Transportation and Accommodation

<p><u>Types of Transportation to be used throughout the trip: Include:</u></p> <ul style="list-style-type: none"> • <u>For departure</u> • <u>On Location</u> • <u>Return</u> 	
<p><u>Types of Accommodation throughout the duration of the trip.</u></p>	

3. Safety Requirements:

<p>Students / Parents/Guardians must complete Medical and Consent Forms</p>	<ul style="list-style-type: none"> ○ Medical Forms provided and completed ○ Consent Forms provided and completed
<p>Prevalent Medical Conditions</p>	<ul style="list-style-type: none"> ○ A list of students with prevalent medical conditions is attached ○ Contact with each student with a prevalent medical condition parent/guardian has been made to review the prevalent medical safety plan ○ The prevalent medical condition safety plan(s) are attached ○ A copy of the “grab and go” emergency plan is attached
<p>Student Support Plans and IEPs</p>	<ul style="list-style-type: none"> ○ Awareness of Student Support Plans and IEPs
<p>Specify safety requirements / supplies to be considered</p>	

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

4. Finances

Estimated Expenditures	
• Travel	
• Meals	
• Accommodation	
• Supply Teacher Costs	
• Additional (please specify)	
TOTAL	

Source of Funds	Amount Requested or Anticipated	Amount Approved of Actual
Ontario Young Travelers		
Participant Contribution # of participants x \$		
Fundraising (specify methods)		
Other (specify)		
Lakehead District School Board Fund		
Totals		

Name of Teacher Supervisor Signature:

Date:

Principal Approval Signature:

Date:

Superintendent Approval Signature:

Date:

Please Attach Itinerary

**Lakehead District School Board Extended Field Trip/Excursion Risk Assessment
Checklist - Form 3**

The following is a checklist which displays the organized state of the trip and pertinent aspects of planning for extended field trips and international excursions.

	Section 1: Transportation	N/A	Teacher Agreed	Principal Agreed
1.1	Mode of Transportation to be used: check all applicable <ul style="list-style-type: none"> ○ School bus ○ Charter Bus ○ Taxi ○ Passenger Van ○ Volunteer Driver ○ Watercraft ○ Aircraft ○ Rail, Subway, shuttle train ○ Other 			
	Distance required to travel to destination (check applicable) <ul style="list-style-type: none"> ○ Within community ○ Within 100 km ○ Within Ontario ○ Within Canada ○ Outside of Canada 			
	For all modes of transportation, the following will be completed: <ul style="list-style-type: none"> ○ A master list of students in each carrier/vehicle see Appendix H ○ Duplicate lists are kept in the school office ○ Students are not permitted to travel in carrier/vehicle other than those to which they were assigned unless there is an emergency 			
	If a vehicle used for transport is being rented: <ul style="list-style-type: none"> ○ It will be driven exclusively by LDSB employees ○ Full insurance coverage will be purchased through the rental agency 			
	<ul style="list-style-type: none"> ○ If transportation is being provided through a tour company or third party vendor, the tour company/third party vendor has been advised of the need to comply with Policy 6020. 			
	<ul style="list-style-type: none"> ○ Expected travel conditions considerations e.g., air traffic delays (weather), road construction 			
	Volunteer Driver Considerations <ul style="list-style-type: none"> ○ Aware of LDSB Transportation Policy, Use of Privately Owned Vehicles by Parents/Guardians, Volunteers and or Staff to Transport Students ○ Aware of and agree to follow Procedure 6020 			

	<ul style="list-style-type: none"> ○ Student drivers are discouraged for extended field trips - in exceptional cases and following a suitability interview with the student by principal 			
	<ul style="list-style-type: none"> ○ Access to a private vehicle or alternative transportation has been considered in case of emergency when the excursion is in a rural/remote location 			
	<ul style="list-style-type: none"> ○ For walking excursions, students will walk in configurations formed to control the group 			
	<ul style="list-style-type: none"> ○ Other: 			

	SECTION 2: ACTIVITY EXTENDED FIELD TRIP / EXCURSION	N/A	Teacher Agreed	Principal Agreed
	<ul style="list-style-type: none"> ○ The field trip / excursion is relevant to curriculum expectations 			
	<ul style="list-style-type: none"> ○ The students will be able to apply the knowledge acquired from the field trip/excursion to classroom activities before the end of the course or school year. 			
	<ul style="list-style-type: none"> ○ The staff supervisor / organizer has provided an itemized breakdown of the cost of the activity including which portions will be subsidized and what amount will be collected from students 			
	Level of risk due to natural elements have been considered: <ul style="list-style-type: none"> ○ extreme heat/cold/wind ○ tidal conditions, currents, wave action ○ natural elements – avalanche, mudslide, flood, disease outbreak, volcanic activity ○ extreme weather or environmental factors – hurricanes, tornado, ice or snowstorm, earthquake 			
	An emergency response plan or contingency plan is in place including: <ul style="list-style-type: none"> ○ emergency communication ○ contact information for emergency services at travel destination ○ special medical needs of students ○ for items with higher risk the supervisor has provided a list of precautions that will be taken to minimize risk 			
	<ul style="list-style-type: none"> ○ supervisor(s) have been informed and understand that they are to make no changes to the scheduled itinerary without approval of the Principal or designate, who will be available for the duration of the excursion. 			
	The extended field trip / excursion is sanctioned by another governing body and their standards are being followed. These include: <ul style="list-style-type: none"> ○ OPHEA guidelines ○ Skills Canada ○ OFSAA 			

	<ul style="list-style-type: none"> ○ Wilderness First Aid for Outdoor Education Excursions ○ OSBIE School Board / Snow Resort Safety Guidelines ○ Transport Canada (Watercraft) ○ Technical Standards and Safety Authority (TSSA) ○ Other: 			
	<ul style="list-style-type: none"> ○ The activity is planned at a time when it does not interfere with days of cultural or religious significance. 			
	<ul style="list-style-type: none"> ○ The destination is physically accessible for all students and supervisors attending, including those with differing abilities. 			
	<ul style="list-style-type: none"> ○ The service provider / destination will provide a refund of deposits or prepaid amounts if the activity is cancelled. 			
	<ul style="list-style-type: none"> ○ The service provider / destination will allow final payment to be based upon only the students attending. 			
	<ul style="list-style-type: none"> ○ The service provider has not asked the school or Board to sign off on any waivers or contracts that will indemnify or hold harmless third parties (vendors, transportation providers, excursion/activity providers). 			
	<ul style="list-style-type: none"> ○ Where boating excursion are involved, there are properly fitting life jackets for all adults and students as well as lifesaving equipment and the vessel complies with Transport Canada as indicated on boat operator’s insurance. 			
Section 3: PARENT/GUARDIAN COMMUNICATION				
		N/A	Teacher Agreed	Principal Agreed
	<ul style="list-style-type: none"> ○ A caregiver information meeting will be held to explain risks and to answer questions 			
	<p>Caregiver Information Meeting will Include:</p> <ul style="list-style-type: none"> ○ all planned activities and itinerary ○ supervisors and ratio of adult supervisors to students ○ student behaviour expectations and consequences for non- compliance ○ contingency plans and emergency information ○ medical insurance coverage and baggage insurance ○ Prevalent Medical Conditions Safety Plan form and Consent Forms to be filled out and signed ○ cancellation insurance through third party vendor along with information of opt in or opt out coverage ○ financials including costs, personal costs a student should expect to incur, fundraising activities (refer to Policy 8012) ○ information regarding travel insurance through third party vendors if available ○ possible cancellation reasons and costs if an event or field trip is cancelled 			

	<ul style="list-style-type: none"> ○ LDSB reserves the right to cancel the trip at any time based on safety concerns 			
	<ul style="list-style-type: none"> ○ Safety standards applicable to high risk activities which will be undertaken outside the province/country meet the OPHEA Safety Guidelines and LDSB procedures 			
	<ul style="list-style-type: none"> ○ A daily itinerary is prepared including all activities and any free time, which will include direct supervision at all times. The Itinerary for out of province and out of country excursions will be provided with this checklist to the superintendent. 			
	<p>Parent/Guardian package includes:</p> <ul style="list-style-type: none"> ○ a detailed itinerary and description of field trip ○ supervisor names and contact numbers ○ potential risks and mitigation strategies ○ documentation required e.g., passports, immunization ○ medical and support plans developed with caregiver ○ supplies, equipment, clothing required ○ insurance coverage that might be required ○ costs including non-recoverable expenses in the event of cancellation ○ special items e.g., expectations, responsibilities 			
	Other			

	SECTION 4: STUDENT COMPOSITION	N/A	Teacher Agreed	Principal Agreed
	<ul style="list-style-type: none"> ○ Consideration has been given to the impact on student learning needs as a result of staff supervisor(s) being outside the classroom and Length of time students will be away from the classroom 			
	<ul style="list-style-type: none"> ○ Students have a minimum degree of skill or experience required to undertake this activity, including any pre requisite training or in class/on site preparation, as determined by a qualified coach or certified instructor 			
	<p>The activity is suitable for the age range of the students</p> <ul style="list-style-type: none"> ○ Physical size – height/weight ○ Maturity level ○ Ability to comprehend rules / restrictions and follow safety instructions 			
	<ul style="list-style-type: none"> ○ The time required to transport the students to / from the activity is reasonable based on the age/composition of the student group. 			
	<ul style="list-style-type: none"> ○ A safety plan has been developed for students including a Behaviour Plan and/or Safety Plan and/or Medical Plan and shared with all supervisors. 			

	<ul style="list-style-type: none"> ○ Special consideration should be given to students presenting with mental health concerns (diagnosed or undiagnosed). Mental health safety plans have been developed for students considered high risk. 			
	<ul style="list-style-type: none"> ○ Students will not be excluded from the activity as a result of known medical history, allergies; physical limitations, injuries; special needs; lagging skills 			
	<ul style="list-style-type: none"> ○ Students have adequate notice to obtain any special documentation to participate e.g., passports, visas, immunization records 			
	<ul style="list-style-type: none"> ○ Special accommodation or additional resources will be available for students whose first language is not English, and for students with other communication differences. 			
	<ul style="list-style-type: none"> ○ Supervisors will make every effort to ensure that photographs are not taken of students without a signed photo/media consent. 			
	<ul style="list-style-type: none"> ○ Students, supervisors, and other staff members have been advised NOT to advertise the excursion activities or photographs on social media or any other public forum prior to and during the event for the protection of participants. 			
	<ul style="list-style-type: none"> ○ Students of legal age and supervisors understand that purchase and/or consumption of alcohol on the excursion is prohibited whether in Ontario or outside the province/country 			
	<ul style="list-style-type: none"> ○ Arrangements for overnight accommodations will include consideration of the following: student medical conditions/needs; student gender/self-identification; safety of accommodations and surrounding area 			
	Other:			

	SECTION 5: SUPERVISION			
	<ul style="list-style-type: none"> ○ The number of supervisors attending the activity meets the minimum supervision ratios outlined in Procedure 6021 			
	<ul style="list-style-type: none"> ○ Environmental factors that would impact supervision have been considered. Examples include: official tours vs self-guided tours; obstructions in sight lines; dispersed groups; navigating through large crowds 			
	<p>Contingency plans are in place in case of:</p> <ul style="list-style-type: none"> ○ Late arrival/early departure of students ○ Supervisor or student injury or illness ○ Supervisor or student being detained by authorities 			

	<ul style="list-style-type: none"> ○ Travel changes due to weather, traffic, commercial provider scheduling ○ Flight risk, student leaving the premises 			
	<ul style="list-style-type: none"> ○ A LDSB staff member will be in charge of the extended field trip/excursion at all times. 			
	<ul style="list-style-type: none"> ○ All volunteers have been properly screened and have submitted required documents as per LDSB Volunteer Handbook 			
	<ul style="list-style-type: none"> ○ All volunteers have been advised of their duties and expectations. 			
	<ul style="list-style-type: none"> ○ For travel to a rural/remote location where high risk activity is undertaken, at least one of the supervisors/instructors holds current first aid & CPR qualifications 			
	<ul style="list-style-type: none"> ○ Supervisors and volunteers have access to first aid supplies. Supervisor will bring a first aid kit on the excursion as provided by the school. 			
	<ul style="list-style-type: none"> ○ An alternate supervisor is designated in case the lead supervisor is unavailable on the date of the extended field trip/excursion. ○ Name of alternate: 			
	<ul style="list-style-type: none"> ○ The itinerary ensures that there is no unstructured free time where students are not supervised. 			
	<ul style="list-style-type: none"> ○ Supervisors and/or instructors have the required specialized training and/or certifications as identified by OPHEA guidelines, Wilderness First Aid, and/or Skills Canada 			
	<p>All supervisors and volunteers are known to the principal and demonstrate the following characteristics:</p> <ul style="list-style-type: none"> ○ Maturity ○ Rapport with students ○ Maintains confidentiality ○ Exercises good judgement ○ Ability to maintain vigilance and awareness ○ Ability to act independently ○ Reliable, good attendance ○ Ability to refrain from inappropriate actions, i.e., substance use 			
	<p>All supervisors/volunteers are able to be responsible for the students attending the extended field trip / excursion by:</p> <ul style="list-style-type: none"> ○ Supporting any student in need of assistance ○ Acting independently from any family members attending (students or other supervisors) ○ Not bringing any dependents under the age of 18 years 			
	<ul style="list-style-type: none"> ○ The school is able to cover, through the school budget, additional costs incurred for supervision in order to conduct this extended field trip/excursion e.g., occasional teachers 			

	<ul style="list-style-type: none"> ○ If class coverage is required, occasional teacher(s) and/or support staff have been arranged to be paid for out of school budget funds 			
	<ul style="list-style-type: none"> ○ Emergency communication devices will be available to LDSB staff and volunteers e.g., Staff have a cell phone; LDSB satellite phone; 2-way radio 			
	<ul style="list-style-type: none"> ○ A list of all students and supervisors attending out of province and out of country excursions will be provided with this checklist to the superintendent 			
	Other:			

PLEASE NOTE

The Extended Field Trip Medical Information (Appendix A to Form 2), Consent Form (Appendix B to Form 2) and ***Prevalent Medical Conditions Safety Plan*** must be filled out for each student and signed in the appropriate places. This form should be readily available to the supervisors throughout the trip. Copies are to be left at the school in a secure yet accessible location for administration if necessary.

LAKEHEAD DISTRICT SCHOOL BOARD

PREVALENT MEDICAL CONDITIONS SAFETY PLAN FOR EXTENDED FIELD TRIP - Form 4

This form must be read and signed annually by every student who wishes to participate in an Extended Field Trip by the parent or guardian of a participating student. Failure to return this form will result in the student not being able to attend the activity. Parent/Guardians are expected to provide the school with any relevant information or changes throughout the school year.

Student Name:

Ontario Health Card #:

Parent(s)/Guardian(s) Name(s):

Home Phone:

Cell Phone:

Emergency Contact Name:

Phone Number:

Has the student been diagnosed with any of the following? If YES, please check:

- | | |
|--|---|
| <input type="radio"/> Migraine Headaches | <input type="radio"/> Digestion Problems |
| <input type="radio"/> Fainting Spells | <input type="radio"/> Allergies |
| <input type="radio"/> Ear, Nose, Throat Infections | <input type="radio"/> Epilepsy |
| <input type="radio"/> Urinary Infections | <input type="radio"/> Cerebral Palsy |
| <input type="radio"/> Skin Conditions | <input type="radio"/> Orthopedic Problems |
| <input type="radio"/> Heart Disorders | <input type="radio"/> Diabetes |
| <input type="radio"/> Asthma | |
| <input type="radio"/> Other (please specify): | |
|
 | |
| <input type="radio"/> Head or back conditions or injuries (in the past two years): | |
| <input type="radio"/> Arthritis or rheumatism, chronic nosebleeds, dizziness, fainting, headaches, dislocated shoulder, hernia, swollen or painful joints, trick or lock knee? | |
| <input type="radio"/> What precautions are required? | |
| <input type="radio"/> What things must the student not do? | |

If allergies, what type?

Does student carry an EpiPen? Yes No

Is a special diet required for medical reasons? Yes No

Please specify:

Does your child wear Eyeglasses? Yes No Contact Lenses? Yes No

Does your child wear a medic alert bracelet, chain, or carry a medical card? Yes No

Please specify which:

If yes, what is written on it?

Nature of problem or concern:

Is your child prescribed any medication? Yes No

- i) Type of medication:
- ii) How often administered and by whom?
- ii) Side Effects:
- iii) Storage of Medication

I acknowledge that in the event that:

a) my child suffers from anaphylactic reactions that they will carry at least two (2) epinephrine injectors on the trip;

b) my child is prescribed medication that they will carry a supply of medication sufficient for the duration of the trip plus an additional 50% supply;

c) in the event that the medication requirements a) and/or b) are not met then they shall not be allowed to attend the trip.

Questions to be addressed in the development of the plan:

- a) How does / will the bus/airline/other mode of transportation have the means to deal with the prevalent medical condition?
- b) How will appropriate food / restaurants be chosen to address the student's prevalent medical condition?
- c) Who will speak to the restaurant manager / food provider to indicate and plan for the student's prevalent medical condition?
- d) What is the plan for emergency action:
 - a. While travelling to the destination?
 - b. While at the destination?
 - c. While travelling from the destination?

- e) Other than the lead supervisor of the trip, who are the backup supervisors that will be fully aware of this safety plan?

- f) Other considerations/ information/ knowledge?

This Prevalent Medical Conditions safety plan specific to the trip to:

on the dates _____ has been developed in collaboration with caregiver.

Date of Contact with Parent/Guardian to develop collaborative safety plan: _____

Parent/Guardian Signature

Field Trip Supervisor Signature

Date: _____

Date: _____

Parents are encouraged to purchase student accident insurance as it is not provided by the Board.

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.

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.: _____

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

Signature of Parent/Guardian _____

Signature of Student _____

Date: _____

CONSENT FORM FOR EXTENDED SCHOOL FIELD TRIP

Form 5

(FOR STUDENTS UNDER 18 YEARS OF AGE)

This form must be read and signed by every parent/guardian of a participating student. Failure to return this form will result in the student not being able to attend the activity.

Name of Student:

Grade:

School:

Student's address:

Parent/Guardian phone number(s):

Parent/Guardian email:

Proposed Trip (activity and destination)

Time of Departure:

Time of Return:

Information regarding Pick Up if applicable:

Pertinent Details:

Means of Transportation

Trip Contact Person / Staff Supervisor who will be available 24 hours for Overnight Extended Field Trips:

Trip Supervisor Phone Number for Extended Field Trips:

Staff Supervisor(s)

Cost of Participation:

Elements of Risk

Educational activity programs such as field trips involve certain elements of risk. Injuries may occur while participating in these activities without any fault on either the part of the student, or the school board, its employees/agents, or the facility where the activity is taking place. By choosing to take part in this activity, you are accepting the risk of an accident occurring. Lakehead District School Board (LDSB) has policies and procedures in place to govern the conduct of students, staff and volunteers to ensure the safety of all participants. The chance of an accident occurring can be reduced by carefully following instructions at all times while engaged in the activity. Lakehead District School Board does NOT provide any insurance for any injury that might occur. If you choose to participate in this educational field trip, you must understand that you will bear the responsibility for any accident that might occur.

ACKNOWLEDGMENT

We have read the above. We understand that in participating in the activity, we are assuming the risks associated with doing so. My child has permission to participate in this activity.

Signature of Parent/Guardian:

Date:

Signature of Parent/Guardian:

Date:

Form 6
STUDENT CONSENT FORM FOR Extended SCHOOL FIELD TRIPS
(For Students 18 years of age and older)

This form must be read and signed by a student who wishes to participate. Failure to return this form will result in the student not being able to attend the activity.

Name of Student: _____ Grade: _____

School: _____

Student's address: _____

Student's Cell #: _____

Parent/Guardian (or Next of Kin) Home Telephone #: _____

Parent/Guardian (or Next of Kin) Business Telephone/Cell #: _____

Parent/Guardian (or Next of Kin) e-mail: _____

Proposed Trip (activity and destination): _____

Pertinent Details: _____

Elements of Risk:

1. _____
2. _____
3. _____

Date(s) of Trip: _____

Time of Departure: _____ Time of Return: _____

Place of Departure: _____

Place of Return and Other Information re: Pick-up: _____

Trip Contact Person (available 24 hours) Phone #: _____

Staff Supervisor(s): _____

Cost of Participation: _____

I have read the itinerary or details of the activity and I am familiar with the nature of the trip/activity in which I will partake. I am physically and emotionally capable of participating in this activity and any special medication, if required has been identified on the medical information form. I also agree that I shall be required to follow whatever school rules and

regulations apply, as explained to me by the staff supervisor and that I am expected to behave in the same manner as I would if I were in school during the regular school day. I do understand that I may be returned home, at my expense, should the trip supervisor deem my behavior to be so disruptive and/or inappropriate as to warrant cancellation of trip privileges. I understand that my parent/guardian will be contacted, and I (we) are responsible to make arrangements for my return home.

Elements of Risk:

The risk of injury may exist in school field trips and out of school activities. Due to the very nature of some activities, the risk of injury may increase. Injuries may range from minor sprains to more serious injuries. The safety and well-being of students is of primary concern and the Lakehead District School Board shall make its best efforts to manage as effectively as possible the foreseeable risks inherent in all activities.

I understand that the Board does not provide accidental death, disability, dismemberment, or medical expense insurance on behalf of the students participating in this activity and that it is recommended that I purchase accident insurance. If this activity relates to an out-of-province or out-of-country trip, I understand that appropriate accident insurance must be purchased for such travel and that if I have not purchased this coverage, I may not be permitted to participate.

The completed form must be returned to the teacher at least one week prior to the school trip.

Signature of Student:

Date

Extended Field Trip Form – Information to Include in Parent/Guardian Letter

The following information must be included in a letter for parents for all excursions:

- Dates for the trip
- Location for the trip
- Time of departure and time when students will return
- Method of travel
- Activities that the students will engage in
- Itinerary
- Curriculum links that are addressed in these activities (please do not copy and paste the curriculum guide...give a general overview of how the trip meets curriculum expectations)
- Identification of risk factors (as outlined by OPHEA guidelines and OSBIE risk identification)
- Statement as to how risk will be mitigated and expectations for students in order to mitigate risk (e.g., all students must take a ski lesson from a qualified instructor before being permitted to engage in independent practice; students must participate in a swim test)
- Statement of what students must bring with them (e.g., ski helmet, outdoor clothing, etc.)
- Discussion of how sleeping arrangements will be organized if this is an overnight excursion
- Discussion of how students will be supervised during the excursion, including overnight (volunteers should not be supervising students during overnight hours);
- Statement that all volunteers have a criminal reference check for the vulnerable sector
- Discussion of what will occur should a discipline problem occur during the trip (including the possibility that parents will be required to come and get their child)
- Statement that for out of country trips, travel advisories for the region will be monitored and should an advisory indicate that travel to the region is not safe, the trip could be cancelled, up to and including the day of the trip.
- Information about insurance coverage for trip cancellation or accidental medical coverage for students.
- Some overnight excursions may require a parent/guardian meeting to discuss trip before the trip occurs.

Appendix B to 6020 Extended Field Trip Procedures

Volunteer Driver – Authorization to Transport Students

This will authorize _____ (name of teacher or other volunteer driver)

1. To transport students participating in the events listed on the attached school schedule, OR
2. To transport students participating in the school activity

3. Vehicle Information: Make _____ Year: _____

4. Vehicle License Plate #: _____

Please be aware that any damage to the volunteer’s vehicle, the cost of any insurance deductible or premium adjustment as a result an accident while the vehicles is being used on board related business is NOT covered by the Board’s insurance and will be the responsibility of the volunteer.

A “volunteer driver” is defined as a 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. It is required that drivers carry a minimum of \$1 million of third-party automobile liability insurance.

Auto Insurance Company _____ Policy No. _____

Limits of third-party liability coverage _____ Date of Expiry: _____

School: _____

Principal’s Signature: _____

Date: _____

Volunteer / Trip Driver’s Signature: _____

(I acknowledge by signing this that I have read and understood the terms above)

HIGH RISK ACTIVITIES

For the most up to date information for safety and planning please refer to and seek assistance from the Superintendent/designate.

Information can be found at:

- OPHEA Curricular Guidelines <https://www.ophea.net/>
- OPHEA Ontario Safety Guidelines <http://safety.ophea.net/>
- OSBIE <http://www.osbie.on.ca/>

Examples of Activities:

- Cycling
- Downhill skiing
- Cross-country skiing
- Snowboarding
- Ice skating
- Hockey
- Outdoor camping
- Canoeing
- Kayaking
- Hiking
- Swimming
- Tobogganing/sliding on snow/tubing
- Dog Sledding
- Wall climbing

Assessing Risk

Some level of risk is inherent to any activity. Schools must identify, evaluate, and be prepared for risks associated with educational excursions.

Risk analysis includes:

- ***identifying risks;***
- ***likelihood of the risk materializing;***
- ***gravity of the risk materializing;***
- ***calculating the risks severity; and***
- ***responses to the risk.***

Risks with moderate severity should be mitigated to the point where risks are acceptable, or they should be avoided. Risks that have high severity should be avoided.

Risk Mitigation Strategies

Examples of mitigation strategies include:

- **identify and adhere to the basic rules of safety;**
- **identify and adhere to the rules of the trip venue;**
- **use of protective equipment;**
- **lifeguards present if swimming or canoeing;**
- **safety training (e.g., fire and ice practices, animal identification, safety practices);**
- **increased supervision; and**
- **developed contingency plans.**

Contingency Planning for Student Travel

Examples include:

- **ensure that safety plans and medical safety plans are addressed;**
- **ensure that EpiPens and other essential medication in carry-on baggage;**
- **communicate allergies to transportation companies;**
- **volunteer chaperones must have access to resources, knowledge of safety/medical concerns; and**
- **behavioural contracts should address appropriate behaviour at all times.**

CANOEING SKILLS FOR TRIP LEADERS, SUPERVISORS AND PARTICIPANTS

1. Canoe trip participants and supervisors must follow ~~and possess the following~~:
 - 1.1 OPHEA Curricular Supports
 - 1.2 Ontario Safety Guidelines
 - 1.3 ***Instructor must have one of*** Ontario Recreational Canoeing and Kayaking Association (ORCKA) Certification ***or Paddle Canada***.
 - 1.3.1 for taking students canoeing ORCKA Basic Instructor ***or Paddle Canada*** is mandatory; and
 - 1.3.2 for taking students on ***an extended*** canoe trip ORCKA Tripping Level 3 Trip Leader is mandatory.
 2. ***At least one trip guide, supervisor, teacher, volunteer, or instructor must have current certifications in one of Bronze Cross or Wilderness Water Safety to fill the role of Water Safety Supervisor.***
 - 2.3. Canoeing and canoe tripping is a high-risk activity, and thus superintendent or designate approval is mandatory.
- <https://safety.ophea.net/elementary/curricular/outdoor-education-canoeing>
<https://safety.ophea.net/secondary/curricular/outdoor-education-canoeing>
4. ***Canoe trips are for students in Grades 7-12.***

Outdoor Education (Canoeing) **Elementary Grades 4-8 and Secondary Grades 9-12**

Canoe training and single day canoe field trips which travel within two hours from the arrival of emergency medical assistance and take place in a swimming pool or local bodies of water where there is no evidence of rapids, irregular waves, large waves or strainers, strong eddies, or powerful currents (source: International Scale of River Difficulty).

Swim Test

Prior to the activity, students must successfully complete the following swim test with or without a PDF:

- *rolling entry into deep water;*
- *tread water for one minute; and*
- *swim 50 m continuously.*

The test must be:

- *administered by a certified aquatic instructor or lifeguard; and*
- *completed within the school year in which the activity is taking place.*

In lieu of the completing the swim test, students may provide proof of Bronze Star certification or higher.

Results of the swim test must be documented and communicated to the principal of the school.

Supervision

- *1 supervisor per 12 students in tandem boats*
- *1 supervisor per 8 students in solo boats*
- *1 instructor per 25 students. This individual possesses the required ORCKA or Paddle Canada certifications for canoeing. This role could be filled by a teacher, parent/guardian/volunteer / outside provider.*
- *1 water safety supervisor per 25 students. This individual has the certification to supervise any swimming and wading activities which occur on the field trip.*

Environmental Considerations

- *Students must receive instruction on safety procedures related to environmental conditions and be made aware of ways to protect themselves (for example, sun burn, heat stroke).*
- *Trip guide, instructor and supervisors must:*
 - *be aware of and respond to changing weather and water conditions prior to and during canoe training and the trip; and*
 - *cancel, postpone, or alter the excursion if conditions put students' safety at an elevated level of risk (for example, wind, temperature, lightning storms, fog).*
- *If hazardous weather suddenly approaches, leave the water immediately.*

Equipment

- ***Correctly fitting Canadian approved PFD with whistle attached must be worn by all participants and properly secured at all times near the water, on a dock, on the water.***

•

Parents/guardians must be informed that all students will wear a correctly fitting and Canadian-approved PFD/lifejacket, with whistle attached, when near, in or on the water.

- ***One paddle per person and two paddles per canoe.***
- ***Check paddles and canoes for cracks and splinters and leaks.***
- ***One safety craft which can be the craft that the instructor/guide is operating and must be in the water and accessible while students are canoeing.***

Special Rules and Instruction

- ***Be aware of students whose medical condition (for example, asthma, anaphylaxis, casts, previous concussion, orthopaedic device) may affect participation. Consult OPHEA Medical Conditions and LDSB policy.***
- ***Refer to school board policies and procedures (i.e., transportation, excursion/field trip) for communication with parents/guardians, the location of an off-site activity, means of transportation, supervision ratios, and parent/guardian permission.***

Planning

- *The trip supervisor will submit the proposal plan at least two months in advance of the planned trip.*
- *All trips must have a clearly stated, reasonable, and attainable educational objective.*
- *Appropriate records must be maintained.*
- *Parents/guardians will be informed of trip details, location, activities, itinerary, and emergency contacts.*
- *Participants will have completed and returned necessary consent forms.*
- *Careful consideration has been given to strategies and safe practices. The supervisor has identified the risks of the activity and the strategies to mitigate those risks prior to and during the activity.*
- *Supervisors assuming responsibility must have or be assisted by a person who has qualifications as stated in the most recent/current Ontario Physical Activity Safety Standards in Education (OPASSE). When planning for learning in the outdoors, staff must meet the requirements of all Ministry policies.*
- *When an outside activity provider is used, the provider will adhere to the school board protocols.*
- *The supervisor(s) have access to all equipment needed to participate in the activity including PFDs. A first aid kit and an accessible communication device are readily available and an individual who takes responsibility for first aid is identified.*

Transportation Checklist and Manifest

For Extended Field Trips

Form must be left at school as it is used to contact parents/guardians in case of late arrival or emergency and to get messages to staff or students.

Please refer to Transportation Policy 8040

Date: _____ Destination: _____
Staff Supervisor: _____ Cell Phone: _____

1. Bus Manifest – Please attach a list of students assigned to the bus.

Bus Company: _____
License Plate: _____ Bus #: _____
Driver Name (if possible): _____
Cell #: _____

2. Car Manifest – Please complete table below for each car / taxi.

Car 1: Driver Name: _____ Cell #: _____

NOTE: Volunteer Driver Declaration must be on file at the office.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Car 2: Driver Name: _____ Cell #: _____

NOTE: Volunteer Driver Declaration must be on file at the office.

1. _____
2. _____
3. _____

4. _____

5. _____

6. _____

Transportation Checklist

Walking: Chaperone will review rules of the road, safety issues, and expectations prior to the beginning of the walk.
Biking: All participants will wear bike helmets. Chaperone will review the rules of the road, safety issues, and expectations prior to the beginning of the ride.
<p>Automobile (Private Use):</p> <p>Students should be discouraged from transporting other students to a school activity. If students are driving other students, ensure that the student has adequate public liability insurance the minimum coverage should be \$1,000,000.00</p> <ul style="list-style-type: none"> • Advise students that they are under the jurisdiction of the school and that rules and regulations of the school apply while on school event trips; • advise students that they are to go directly to the event and return within a given time authorized by the principal, or designate; • obtain written approval from the owner that the driver has permission to transport other students in the vehicle; • give written authorization to the student granting permission to drive the vehicle for a school event; and • be satisfied that the number of students transported shall not exceed the loading capacity of the vehicle and that all passengers are properly seat-belted. Policy 3040 <p>Employees and private individuals are permitted to use their vehicles or rented vehicles with the appropriate license, provided principals or the employee’s supervisor, authorize in writing, authorized use of the vehicles for: a) the transportation of small groups of students for curricular or co-curricular activities; or b) the performance of the conditions of employment. Any such vehicles used must have adequate public liability insurance coverage. It is the responsibility of the employee and private individual to notify the Board, in writing, of any change in their public liability insurance coverage. Refer to Section 9 in the procedures 3040 for details</p>
Automobile (Rental):
Automobile (Bus): Chaperones should be spread out throughout the bus and not all sitting at the front. Brief review of evacuation procedures and routes.
City Bus/Subway: Chaperone will review the rules of public transportation, safety issues, and expectations prior to boarding the vehicle (e.g., what to do if we get separated, etc.). Pre-purchase tokens or tickets where possible. One chaperone rides with each group of students. Count students before boarding, after boarding, and after exiting.
Airplane: Identification requirements for various carriers for students and adults. Communicate the luggage policies (e.g., weight/size restrictions, carry-on fees, etc.). Review carry-on regulations at least one (1) week prior to departure. Factor airport tariffs into the budget. Communicate that onboard purchases cannot be completed with cash and that currency exchange rates may apply depending on the carrier.

Appendix E to 6020 Extended Field Trip Procedures

Train: Identification requirements for various carriers for students and adults. Communicate the luggage policies (e.g. weight/size restrictions, carry-on fees, etc.). Review the carry-on regulations at least one (1) week prior to departure. Communicate that onboard purchases cannot be complete with cash and that currency exchange rates may apply depending on the carrier.

Canoes/Boats: Lifejackets must be worn at all times. Chaperone will review the rules of the water, safety issues, and expectations prior to beginning the excursion (e.g., OPHEA Guidelines, successful completion of swim tests, etc.).

Ferries: Brief review of evacuation procedures and routes, including where to find lifejackets.

LAKEHEAD DISTRICT SCHOOL BOARD
PREVALENT MEDICAL CONDITIONS SAFETY PLAN FOR Athletics

Sport Risk Consent Form
Elementary/ Secondary Athletic Participation Form

This form is to be completed on behalf of an athlete who wishes to participate in sport and must be returned to the coach prior to the first team try-out.

Student Athlete Name:

Home Address:

Parent/Guardian Name:

Home Phone Number

Work Phone Number

Emergency Contact Name:

Emergency Contact Phone Number:

Medical information

- 1. Date of last complete examination***
- 2. Date of last tetanus immunization***
- 3. Is your child allergic to any drugs, food, or medication? Y / N***
If yes, provide details:
- 4. Does your child take any prescription drugs? Y / N***
If yes, provide details:
- 5. What medication(s) should the participant have available during the sport activity?***
- 6. Does your child wear a medical alert bracelet, neck chain, or carry a medical alert card? Y / N***
- 7. Has your child been identified as anaphylactic? Y / N***
If yes, does your child carry an EpiPen? Y / N
- 8. Does your child wear eyeglasses? Y / N Contact Lenses Y / N***
- 9. Please indicate if your child has been subject to any of the following and provide pertinent details: epilepsy, diabetes, orthopaedic problems, deafness, hearing loss, asthma, or allergies.***
- 10. Please indicate any history (age 5 to present) of head (including concussions), back conditions, or injuries.***

11. Please indicate any arthritis or rheumatism, chronic nosebleeds, dizziness, fainting, headaches, hernia, swollen or painful joints, trick or lock knee, hearing aid, heart or lung disease, or supports for physical mobility.

12. Please indicate any other medical condition that will require accommodation.

If a concussion has been diagnosed over the summer break, during non-school related activities or during school related activities, the request to Resume Participation – Concussion related injuries form (OPHEA) must be completed by a physician before the student returns to class/sports activities.

Date of Contact with Parent/Guardian to develop collaborative safety plan for students with a prevalent medical condition:

Questions to be addressed in the development of the plan:

- a) How does / will the bus/airline/other mode of transportation have the means to deal with the prevalent medical condition?
- b) How will appropriate food / restaurants be chosen to address the student's prevalent medical condition?
- ~~c) Who will speak to the restaurant manager / food provider to indicate and plan for the student's prevalent medical condition?~~
- d) What is the plan for emergency action:
 - a. While travelling to / from event destinations? While at the destination?
- e. Other considerations/ information/ knowledge?

This Prevalent Medical Conditions safety plan specific has been developed in collaboration by:

Parent/Guardian Signature

Coach/ Supervisor Signature

LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2023 NOV 14
Report No. 109-23

TO THE CHAIR AND MEMBERS OF
THE BOARD ADVISORY COMMITTEE - Public Session

RE: POLICY REVIEW – 6021 Day Field Trip

1. Background

- 1.1 The 6021 Day Field Trip Policy was last revised on April 26, 2016.
- 1.2 At the June 13, 2023 Board Advisory Committee Meeting, the 6021 Day Field Trip Policy was approved for review during the 2023-2024 school year as part of the policy development and review cycle.
- 1.3 On September 13, 2023, the draft policy and procedures were posted on the Board website and distributed to constituent groups for review and comment with input to be received by October 18, 2023.

2. Situation

- 2.1 There was no other constituent input received.
- 2.2 The revised policy is attached as Appendix A, the procedures as Appendix B, and the appendices as Appendix C.
- 2.3 Upon final approval, the policy will be distributed according to Board procedures.

RECOMMENDATION

The Board Advisory Committee recommends the adoption of the following motion,

“That Lakehead District School Board approve the review of 6021 Day Field Trip Policy as outlined in Report No 109-23”.

Respectfully submitted,

JANE LOWER
Superintendent of Education

SHERRI-LYNNE PHARAND
Director of Education

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1. Rationale

Lakehead District School Board (LDSB) recognizes the importance of out of classroom experiences for its students. Day field trips can expand and reinforce concepts learned in the classroom, provide for new and unique learning experiences not available in the classroom and make learning experiences more interesting, and relevant for students. ***Activities outside the classroom foster a love of lifelong learning by providing opportunities for belonging, well-being, engagement and expression. They assist students in developing positive social interactions and environmental appreciation.***

2. Policy

It is the policy of LDSB to support the participation of students and teachers in approved day field trips.

3. Guiding Principles

- 3.1 All-day field trips ***are valuable learning experiences with curricular relevance tied to learning from the classroom.*** ~~must have curricular relevance.~~
- 3.2 Normally, the Day Field Trip Approval Form will be approved by the principal a minimum of seven days prior to the departure date. Refer to Appendix D of the procedures.
- 3.3 It is the responsibility of principals to ensure that day field trip supervisors have the necessary knowledge, experience, training and qualifications, including police records checks, where applicable, and that suitable supervision and safety measures are provided. At least one supervisor must be a teacher employed by LDSB.
- 3.4 ***It is the policy of LDSB to support outdoor education programs that are well organized, taught and supervised by appropriately trained staff and emphasize student safety and positive social interactions through meaningful experiences.***
- 3.5 ***When planning for learning in the outdoors, supervisors or instructors must meet the requirements related to certifications as well as for safety.***
- 3.6 ***Prior to any day field trip, specific program objectives must be clearly defined for all participants and parents/guardians. Parents/guardians will be informed of trip details, location, activities and itinerary. Participants will have complete and returned necessary consent forms prior to the date of the activity.***
- ~~3.4.3.7~~ When arranging transportation, please refer to the 3040 Transportation Policy for guidelines.
- ~~3.5.3.8~~ It is the responsibility of the principal to keep records for all day field trips.

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~~3.63.9~~ Student participation in all day field trips are voluntary and subject to parental/guardian approval.

3.10 Safety and well-being shall be given the highest priority for all stakeholders. Risk mitigation and management will be considered throughout all phases of the trip.

~~3.73.11~~ All activities requiring high care must be discussed with and sanctioned by the superintendent/designate.

3.12 Field trips are intentionally planned to include all students. Every effort will be made to ensure equitable inclusion.

~~3.83.13~~ Every effort will be made to include students with special needs on day field trips. Consideration will be given to all accommodations appropriate for the student **(for students with special needs)**.

This 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 children.

~~3.93.14~~ 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 alternate program at the school for such occasions.

~~3.403.15~~ Written parental/guardian informed consent and agreement to all conditions specified is required for all students under age eighteen participating in day field trips.

~~3.443.16~~ Schools will not agree to waiver any forms of liability and/or excursion agreements as a condition of participation to attend a venue, tour, or event.

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~~2.32.7~~ A supervisor is an individual who has reached the age of eighteen and has agreed to assist in the supervision of a group of students **for the purpose of regulation, direction, or ensuring the safety of field trip participants.**

At least one supervisor must be a teacher employed by LDSB.

2.8 Risk assessment is a systematic process of evaluating the potential risks that may be involved in a projected activity or undertaking. Risk mitigation and management are considered throughout all phases of the field trip.

3. Planning, Safety and Supervision

3.1 Day field trips are valuable learning opportunities tied to curriculum and classroom learning and intentionally planned to include all students. All day field trips 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 enroute 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.

~~3.1.1~~ The Day Field Trip Approval Form (Appendix D) describes the curricular relevance of the proposed day field trip.

3.2 It is the principal's responsibility to ensure that trip supervisors have the necessary knowledge, experience, training, and qualifications, including police records checks, where applicable, and that suitable supervision and safety measures, **including a first aid kit**, are provided. See Appendix A on high care activities.

The principal is responsible for implementing school procedures relative to the itinerary, safety, supervision, transportation, parent/ guardian consent and funding in accordance with LDSB policy and guidelines. Risks are to be assessed using Appendix A.

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- 3.3 ~~Since student safety is of paramount importance,~~ **Student safety is of paramount importance.** The following is a minimum standard of supervision:

Supervision for Low-Risk Day Field Trips and Activities

- ~~1:5 for JK, SK, Grades 1, 2, 3~~
1:8 for Grades 1, 2, 3
~~1:4-12 for Grades 4, 5, 6, 7, 8~~
~~1:15 for Grades 9, 10, 11, 12~~ **7, 8**
1:20 for Grades 9, 10, 11, 12

Supervision for Moderate to High-Risk Day Field Trips

- 1:5 for JK, SK, Grades 1, 2, 3**
1:10 for Grades 4, 5, 6, 7, 8
1:15 for Grades 9, 10, 11, 12

- 3.3.1 It is recommended that no fewer than two supervisors shall accompany students on day field trips.
- 3.3.2 ~~Increased supervision should be considered for activities involving increased risks and/or participation by students with special needs.~~ ***In all cases, regulations specified for Ontario Physical and Health Education Association (OPHEA) or Ontario School Boards' Insurance Exchange (OSBIE) supersede ratios (e.g., outdoor canoe trips).***
- 3.3.3 ***In some cases, the principal may approve adjustments to teacher pupil supervision ratios (bus travel and events). For example, where travel by bus is non-high-risk and the activity is high-risk, the supervision ratio for travel can differ from the supervision for activity. The request for this exception must be approved by the principal and superintendent in advance of the field trip.***
- 3.3.4 ***Increased supervision and/or appropriate certification should be considered for activities involving increased risks and/or participation by students with special needs.***

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4. Responsibilities of Supervisors

- 4.1 Day field trip supervisors include teachers and other adults responsible for the supervision of students participating in the day field trip.
- ~~4.1.1 Supervisors are expected to exhibit appropriate behaviour and require appropriate behaviour in their students. Refer to the Provincial and individual school's Code of Conduct.~~
- 4.1.1 The use of school volunteers on school field trips must be in accordance with LDSB Volunteers Handbook. Approved volunteers are expected to know the details of the trip and their specific duties. They are expected to know and support the School Code of Conduct.**
- 4.2 Supervising teachers of students participating in the activity must ensure that all participants and supervisors are adequately prepared for the activity to be undertaken. They must be fully aware of all potential hazards and possess the knowledge, skills, and abilities necessary for safe and successful completion of proposed activities.
- 4.3 **A detailed outline of the field trip shall be supplied to each student and parent/guardian, including an itinerary, expected departure and arrival times, and other pertinent information.** ~~When judged appropriate by the principal, an outline of the trip, which includes the destination, date and time of departure, time of return, means of transportation, and any other pertinent information shall be supplied to each student and his or her parent(s)/guardian(s). See Appendix C. This may be presented in the form of a parent/guardian letter. A parent/guardian letter includes information about the field trip in addition to the element of risk. Refer to Appendix C.~~
- 4.4 **Ongoing curricular day field trips, which are short local field trips to supplement classroom learning, may be covered by one consent form signed and returned at the beginning of the year. Individual consent forms may also be required at the discretion of the principal. Because these** ~~For activities which occur according to a schedule, supervisors may provide one information letter and consent form to cover the entire activity (e.g., skating, use of neighbourhood facilities, community based physical education, and Superior Secondary Schools Athletics Association (S.S.S.A.A.) and Lakehead Elementary Athletics (L.E.A.) activities). Refer to the check list in Appendix B.~~
- ~~4.4.5~~ **4.4.5** For high care *risk* student excursions that occur in isolated areas where emergency care is not readily available, **supervisors must obtain or have certification as per the OPHEA and meet the requirements set out by Ontario Physical Activity Safety Standards in Education (OPASSE).** ~~at least one supervisor must hold valid certification in Red Cross Standard First Aid, St. John Ambulance Standard First Aid, or the equivalent.~~

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~~For all other high care student excursions, at least one supervisor must hold valid certification in Red Cross Emergency First Aid, St. John Ambulance Emergency First Aid, or the equivalent.~~

For specialized activities, additional skills and knowledge may be required. Contact the superintendent/designate for direction and information from Ontario School Boards Insurance Exchange (OSBIE), OPHEA curricular supports, **OPASSE**, and Ontario Safety Guidelines.

~~For certain activities, all participants may be required to hold valid certification in Red Cross Emergency First Aid, St. John Ambulance Emergency First Aid, or the equivalent.~~

- 4.5** *Students participating in activity outside of school property must have signed consent forms on file before commencing and must follow LDSB Codes of Conduct while representing LDSB.*
- 4.6** *Supervising teachers will have available a list of all participants and any medical concerns. A copy shall be retained at the school office.*
- 4.7** *Extreme misconduct on the part of any student while on any school field trip may result in the student being sent home with the permission of the principal and at the expense of the parent/guardian.*
- 4.54.8** Supervisors must ensure that first aid supplies are available. These supplies will be determined by the nature of the activity and the ability to contact and obtain emergency care.
- 4.64.9** ~~The principal must have a list of all participants. The principal must have available names and addresses of persons to be contacted in an emergency.~~
- ~~(a) Principals and supervisors must be fully aware of and prepared for handling student prevalent medical conditions.~~
 - ~~(b) A list of students with prevalent medical conditions must be provided as part of the day field trip planning process to the Principal.~~
 - ~~(c) Copies of the student "grab and go" emergency information sheet must be part of the day field trip planning process and with the supervisor while on the day field trip.~~
 - ~~(d) Contact with the student's parents/guardians must occur prior to the day field trip to collaboratively develop a Prevalent Medical Conditions Safety Plan for the day field trip.~~
 - ~~(e) Medical information for each participant should be on file in the school office. Refer to Appendix B and Appendix F.~~

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4.74.10 Supervisors must ensure that all participants are aware of procedures to be followed in the event that separation or an accident occurs during the trip.

4.84.11 Supervisors must ensure that all participants in outdoor activities have clothing, footgear, and equipment which are suitable to the nature of the activity.

5. Transportation

5.1 ***All field trips requiring transportation require consent forms signed by parents/guardians. When arranging transportation, please refer to the 3040 Transportation Policy for guidelines.***

School Bus	Chaperones on bus
City Bus	Review of public transportation, safety, and expectations. Pre purchase tickets if possible.
Taxi Service	Provider must be selected from pre-approved list of carriers for LDSB.
Privately Owned Vehicles	Staff or parents/guardians transporting students in personal vehicles must do so in accordance with Board Policy. Refer to the 3040 Transportation Policy. Risk factors to be considered include driver experience, vehicle condition, weather conditions, traffic density, distance, etc. It is not recommended that students transport other students.
Walking	Field trip destinations that are within walking distance of the school will have various risk profiles depending on factors such as traffic density, crosswalks, sidewalks, rugged or hilly terrain, weather conditions, student age, ability, special needs, and distance being travelled.
Cycling	Factors to be considered include age/experience of students, traffic conditions, helmet use, nature of terrain, weather conditions etc. Refer to OPHEA safety guidelines when planning this mode of transportation.
Passenger Vans (9+)	Ontario School Boards' Insurance Exchange does not recommend the use of these vehicles for student transportation. The Ontario Highway Traffic Act contains regulations for use of these vehicles for school purposes and requires a specialized driver license.

5.45.2 School buses, private carriers or public transportation should be used whenever possible.

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~~5.25.3~~ The teacher/leader must carry a list of passengers travelling in each vehicle used on a trip. Principals may wish to waive this activity for trips involving large numbers of students being transported in a number of vehicles, e.g., fans to an athletic activity, trips to the theatre, etc. A **confirmed attendance** list of participants **students, supervisors, and volunteers (by vehicle)** must be left with **provided to** the principal **or designate** prior to the trip.

~~5.35.4~~ In the event that it is necessary for teachers, parents, or students to use private vehicles, principals are directed to request written confirmation from individuals that they have the minimum public liability coverage as stipulated in the Transportation Policy 3040. **Students will be discouraged from transporting other students to a school field trip or activity.**

5.5 Ontario School Boards' Insurance Exchange requires that volunteer drivers must be at least 18 years of age and hold a valid Class G license.

6. Risk Assessment

6.1 Some level of risk is inherent to any activity. Schools must identify, evaluate, and be prepared for risks associated with educational excursions.

Risk Analysis Includes:

- **identifying risks;**
- **likelihood of risk materializing;**
- **gravity of risk materializing;**
- **calculating the risk's severity; and**
- **responses to the risk.**

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6.2 *Risks with low severity require little or no mitigation. Risks with moderated severity should be mitigated or avoided. Risks that have high severity should be avoided.*

Sample Activities with Potential Increased Risk	Examples of Mitigation Strategies
<i>Ice skating Skiing Dog sledding Ice fishing Tobogganing Outdoor winter activities on slippery surfaces Swimming Canoeing Fire building Wilderness excursions Amusement Parks</i>	<ul style="list-style-type: none"> • <i>identify and adhere to basic rules of safety;</i> • <i>identify and adhere to venue safety rules;</i> • <i>use of protective equipment;</i> • <i>certified lifeguards present;</i> • <i>safety training in advance of activity;</i> • <i>increased supervision; and</i> • <i>developed contingency plans</i>

The proposed venue must not pose a risk to a student as per individual medical needs outlined in a student plan of care. An individual medical or behavioural need must be able to be met on the field trip and plans are to include the necessary supervision and supports are in place to ensure individual needs are met.

The safety of students, staff, and approved volunteers is of the highest priority when planning and approving field trips. Supplementary requirements may be issued based on the activity (e.g., swim tests for water-based activities/skiing requirements).

6. Students Requiring Accommodations

6.1 *Field trips should allow for the full participation of all students. Students with known disabilities and/or special education needs, should be reviewed prior to planning a field trip. The administration team alongside the special education resource teacher should ensure the field trip meets the needs of each student.*

6.2 *The student’s accommodation plan and/safety plan must be reviewed, if there is one, and accommodations, supports, or modifications in place at schools must be available and appropriate to allow students full participation in the planned field trip.*

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7. Student Medications

Any request by parents/guardians for the administration of medication must comply with 6065 Prevalent Medical Conditions Policy and 6061 Administration of Oral Medication Policy.

Prevalent medical conditions (e.g., epinephrine auto injectors, asthma medications, diabetes medications and supplies) and detailed information with regard to the student’s prevalent medical condition will be in the Medical Management Plan.

Students should carry their own equipment/materials and parents/guardians are responsible to provide an up-to-date supply of necessary materials.

The principal, in cooperation with staff supervisors, parents/guardians/caregivers and the student, will develop the necessary accommodations for when a student with a prevalent medical condition is expected to participate in field trips off school property.

- (a) A list of students with prevalent medical conditions must be provided as part of the day field trip planning process to the principal.***
- (b) Copies of the student “grab and go” emergency information sheet must be part of the day field trip planning process and with the supervisor while on the day field trip.***
- (c) Contact with the student’s parents/guardians must occur prior to the day field trip to collaboratively develop a Prevalent Medical Conditions Safety Plan for the day field trip.***

Should school principals require support with the safety planning process, they are advised to contact the school social worker, mental health lead, or superintendent.

8. Religious, Creed-Based, Cultural and Gender Considerations

All proposed and approved field trips will consider students’ cultural, religious, creed, and gender identities in order that the opportunity is inclusive for all students.

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9. Financial Considerations/Costs

9.1 Each school reserves funds to finance certain field trips. Students are allowed to contribute financially to a field trip. Principals and staff supervisors will ensure that no student will be hindered from participating in a field trip because they are incapable of contributing financially to the trip.

9.2 When planning field trips, supervisors must consider the financial costs to students and families.

9.3 To ensure all students have the opportunity to participate in field trips and excursions, every effort should be made to keep the cost per student as reasonable as possible.

The cost of the occasional teachers should not be included in the cost of the trip for students.

Students will not be prevented from participating due to an inability to pay. Group fundraising programs related to the activity may be essential.

9.4 A cash option shall be made available for families who do not choose or have the ability to pay online (SchoolCash).

10. Water-Based Activities

10.1 Proposed field trips that include water-based activities, must ensure that required swim tests are complete and water safety is enforced. Ontario Physical Activity Safety Standards in Education (OPASSE) activity guidelines are to be used for minimum safety standards.

10.2 In accordance with OPHEA requirements, staff supervisors and principals will ensure that the correct number of lifeguards will be present when students are in the water during a field trip.

10.3 All students involved in water-based activities must wear a personal flotation device (PFD) outside designated, supervised swim areas where they are optional: no exceptions will be made.

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- 10.4 All students participating in a field trip or excursion with water-based activities must participate in a swim test before any water-based activities occur. Students may provide proof of current Bronze Star, Bronze Cross or higher in lieu of a swim test.**
- 10.4.1 The swim test must be completed in the same year as the field trip.**
- 10.4.2 The staff supervisor must retain a copy of the results and provide them to the principal.**
- 10.4.3 A certified life guard must provide their signature to the tracking and documentation of swim tests.**

Supervisors are encouraged to plan well in advance to ensure there is sufficient time for a swim test to be conducted prior to the activities on the field trip.

Swim Test for Water Activities (Swimming)	Swim Test for Water Craft (Canoeing)
<p><i>An initial screening/testing of swimming ability must be done in shallow water prior to the activity.</i></p> <p><i>Schools must adhere to the facility swim test standard regarding the components of the swim test for shallow and deep water. If a facility swim test standard does not exist, the Lifesaving Society Swim to Survive swim standard must be used.</i></p> <p><i>The students who do not pass the swim test must be identified and wear a properly fastened Personal Flotation Device (P.F.D.). The P.F.D. can be removed during instructional swims when students are under constant visual supervision by the aquatic instructor during learn-to-swim skill instruction and/or practice.</i></p>	<p><i>Prior to the activity, students must successfully complete the following swim test in its entirety, without any stops, in sequence, with or without a personal flotation device (P.F.D.): Rolling entry (backwards or forward) into deep water; Tread water for 1 minute; Swim 50m (164') continuously any stroke.</i></p> <p><i>The test must be administered by a certified aquatic instructor or a certified.</i></p> <p><i>All teachers, Trip Guides, and Volunteers must be aware of the students who require a P.F.D./Lifejacket to complete the swim test.</i></p> <p><i>Students who do not pass the swim test must not participate in the water-based activity.</i></p>

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11. **Outdoor Education (Canoeing) Field Trip**

For canoeing which takes place in a single day field trip where travel is within two hours from emergency medical assistance, canoeing may occur in a pool, local pond, river or lake with no evidence of rapids, irregular waves, large waves, strong eddies, or powerful currents.

- *for Grades 4-12 only;*
- *lifejackets must be worn at all times;*
- *ensure that equipment is included and safe for use prior to departing;*
- *comply with the minimum safety equipment requirements;*
- *a list of names of all students and supervisors as they are assigned groups shall be left with the school principal;*
- *a detailed map of the trip route shall be left at the school;*
- *trip leaders or instructor shall be familiar with the route selected; and*
- *each person going on the canoe field trip must be able to swim a minimum of 50 metres with or without a life jacket and be able to tread water.*

Elementary: [Outdoor Education \(Canoeing\) | Ontario Physical Activity Safety Standards in Education \(ophea.net\)](#)

Secondary: [Outdoor Education \(Canoeing\) | Ontario Physical Activity Safety Standards in Education \(ophea.net\)](#)

Supervision of Canoe Field Trips

- *supervisor shall be an adult over the age of 18 and an employee of LDSB;*
- *supervisors will review the rules of the water, safety issues and expectations prior to beginning the excursion (OPHEA guidelines);*
- *supervisor shall have prior canoeing experience and experienced in canoe trip planning;*
- *for canoeing in sheltered lakes, local ponds, confined areas, flatwater canoeing in a non-wilderness environment, the supervisor or instructors must have one of the following certifications – ORCKA or Paddle Canada Waterfront Canoe Instructor; and*
- *at least one supervisor must have one of the following current certifications – Bronze Cross, Wilderness Water Safety, Whitewater Rescue Technician, or Swiftwater Rescue Technician.*

For outdoor education experiences that involve open water such as canoe trips, lake, beach, dock) lifejackets must always be worn on, in, or near the water.

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6.12. Out of Country Trips

For the rare occasion where groups might be travelling to the United States for the day (i.e., sports events), out of province medical insurance is required. Supervisors will carry student proof of coverage on the day field trip, plus a valid passport.

7.13. Additional Requirements

The procedures described in this document are not meant to be all-encompassing.

Principals and supervisors are expected to take any other precautions necessary to ensure the safety of all participants.

8.14. Review

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

<u>Cross Reference</u>	<u>Date Received</u>	<u>Legal Reference</u>
3040 Transportation Policy and Procedure	<u>1985 06 04</u>	
3070 Allowance for Use of Personal Vehicles		
3092 Privacy and Information Management		
7010 Police Records Check Policy and Procedure		
8091 Use of Volunteers in Schools Policy and Procedure		
Volunteer Practices Supervisors Manual	<u>Date Revised</u>	Education Act, R.S.O. 1990, c. E.2
	April 28, 2009 April 26, 2016 November 14, 2023	

HIGH- RISK ACTIVITIES

Risk Assessment Checklist

1. Some trips are classified as high-~~risk care student excursions~~ and require additional precautionary measures. ~~Some examples are as follows:~~

<i>Sample Activities with Potential Increased Risk</i>	<i>Examples of Mitigation Strategies</i>
<ul style="list-style-type: none"> • <i>Anything requiring transportation</i> • <i>Ice Skating</i> • <i>Dog sledding</i> • <i>Ice fishing</i> • <i>Tobogganing</i> • <i>Outdoor winter activities on slippery surfaces</i> • <i>Skiing, Snowboarding</i> • <i>Hockey, Ringette</i> • <i>Canoeing</i> • <i>Swimming</i> • <i>Fire building</i> • <i>Wilderness hikes</i> • <i>Amusement Parks</i> 	<ul style="list-style-type: none"> • <i>Identify and adhere to basic safety rules</i> • <i>Identify and adhere to the rules of the field trip venue</i> • <i>Use of protective equipment</i> • <i>Lifeguards present if swimming or canoeing</i> • <i>Safety training (e.g. fire and ice practices, animal identification and safety practices)</i> • <i>Increased supervision</i> • <i>Developed contingency plans</i>

~~1.1~~ A visit must be made to the site before the field trip.

1.1 *Ensure the swim test has been completed and documented by a certified lifeguard prior to the activity and supervisors must know the skill level for all students for any swimming or water activity.*

1.2 *Ensure that personal flotation devices are worn at all times for outdoor education experiences that involve open water (e.g., canoe trips, lakes, beach dock).*

~~4.2~~**1.3** Student activities on, in, or near water, cycling, skiing, snowboarding, skating, hockey, dog sledding, hiking and orienteering, and climbing walls are classified as high care student excursions.

~~4.3~~**1.4** Helmets and flags are the minimum requirement for cycling.

~~4.4~~**1.5** For downhill skiing, it is mandatory that ski patrols be present at the facility on that day.

~~4.5~~**1.6** For cross country skiing, conditions should be carefully checked to determine the suitability of track conditions on that day.

- ~~1.6~~ For activities such as hiking, which take participants into remote areas, the trip outline must include anticipated locations at various times during the day trip so that contact could be made, if necessary.
- 1.7 Approved C.S.A. helmets must be worn for all skating, skiing, & snowboarding activities.

Players must wear approved C.S.A. helmets and face masks at all times during hockey and ringette.
- ~~1.8~~ Contact the superintendent/designate for direction and information from Ontario School Boards Insurance Exchange (OSBIE), OPHEA curricular supports, and Ontario Safety Guidelines.
- ~~2.~~ Please refer to day field trip procedures for special qualifications.
- ~~3.~~ Principals and trip leaders shall review high risk activity guidelines, listing the actions that shall be taken in order to ensure that all potential risks are mitigated through proper planning and supervision. High risk activity checklists must be used by trip leaders before and during excursions.
- 2. Student safety plans must be reviewed and updated, if necessary, before the field trip.**
- 3. Volunteers need to be aware that there are always risks that must be mitigated and managed.**
 - 3.1 Define which activities are appropriate for volunteers to be involved in.**
 - 3.2 Ensure the use of school volunteers are in accordance with LDSB policy.**
- 4. Risk management strategies shall be reviewed by principals and trip leaders.**
 - 4.1 Avoidance if the risk assessment indicates that hazards cannot be mitigated or controlled.**
 - 4.2 Modify the activity; remove unnecessary hazards/risks.**
 - 4.3 Establish and enforce safety roles.**
 - 4.4 Refer to the OPASSE for activity specific excursions.**
 - 4.5 Conduct a pre-trip visit to the site; learn local conditions.**
 - 4.6 Hold pre-trip meetings with parent/guardian(s) and students.**
 - 4.7 Ensure first aid certified providers are on site.**
 - 4.8 Have a contingency or emergency plan.**
 - 4.9 Ensure there is an adequate number of supervisors.**

- 4.10** *Increased supervision should be considered for activities involving risks and/or participation by students with special needs.*
 - 4.11** *Supervising teachers must ensure that all participants are adequately prepared for the activity to be undertaken.*
 - 4.12** *Appropriate certification by supervisors and instructors for activity to be undertaken.*
- 4.5.** This list is not meant to be all-encompassing. Additional precautions may be added, as deemed appropriate.
- 5.6.** *Principals and trip leaders shall review high-risk activity guidelines (OSBIE, OPHEA, OPASSE).* All activities requiring high care must be discussed with and sanctioned by the school's superintendent.

Day Field Trip
Information to Include for Parents/Guardians
CHECK LIST FOR TEACHERS

1. Information letter to parent should include:

1.1 Trip Description (title).

- 1.1.1 purpose of the trip (curricular relevance)
- 1.1.2 destination;
- 1.1.3 departure time and date **and time when students will return;**
- 1.1.4 type(s) of transportation;**
- 1.1.5 types of activities that the students will engage in;**
- 1.1.6 indication of risk factors as outlined by OPHEA guidelines or OSBIE**
- 1.1.7 statement of equipment or supplies that the student must bring with them (e.g., outdoor clothing, ski helmet, etc.);**
- ~~1.1.4~~ **1.1.8** alternate date, if applicable; and
- ~~1.1.5~~ time of return.
- 1.1.9 elements of risk.**

1.2 Estimated Expenditures for Student or Parent/**Guardian**.

List cost per student and reason for cost.

1.3 ~~Type(s) of Transportation.~~ **For moderate to high-risk activities, include a statement as to how risk will be mitigated and expectations for students to mitigate risk (e.g., all students participating in downhill skiing must take a ski lesson from a qualified instructor before being permitted to engage in independent practice).**

1.4 Other Information:

- **discussion of how students will be supervised during the field trip; and**
- **discussion of what will occur should a discipline problem occur during the field trip.**

List any other pertinent information, for example, equipment, clothing, food to be brought, etc.

1.5 Invitation for Volunteers (if needed).

~~1.6~~ First aid supplies to be included.

~~2.~~ As well as the items listed in (1), teachers should consider the following:

~~2.1~~ Access to student information, including:

- ~~2.1.1 Emergency Plan; and~~
- ~~2.1.2 prevalent medical conditions and safety plan.~~

~~This information should be carried by the supervisor, where appropriate.~~

~~2.2 A visit to the field trip site before the trip, when necessary.~~

~~2.3 Alternate vehicle to be used in an emergency.~~

DRAFT

PARENTAL/GUARDIAN CONSENT FORM FOR DAY FIELD TRIPS

SAMPLE

THIS FORM MUST BE READ, COMPLETED, AND SIGNED BY THE PARENT/GUARDIAN OF A PARTICIPATING STUDENT

Name of School	Staff Supervisor / organizer
Day Field Trip Location	Date of Day Field Trip
Day Field Trip Description:	
Mode of Transportation:	

Student Information to be completed by Parent/Guardian

Student Name:	Student Date of Birth:
Parent/Guardian Name:	Parent/Guardian Phone Number(s):

Elements of Risk

Educational activity programs such as field trips involve certain elements of risk. Injuries may occur while participating in these activities without any fault on either the part of the student, or the school board, its employees/agents, or the facility where the activity is taking place. By choosing to take part in this activity, you are accepting the risk of an accident occurring. Lakehead District School Board (LDSB) has policies and procedures in place to govern the conduct of students, staff, and volunteers to ensure the safety of all participants. The chance of an accident occurring can be reduced by carefully following instructions at all times while engaged in the activity. LDSB does NOT provide any insurance for any injury that might occur. If you choose to participate in this educational field trip, you must understand that you will bear the responsibility for any accident that might occur.

ACKNOWLEDGMENT

We have read the above. We understand that in participating in the activity, we are assuming the risks associated with doing so. My child has permission to participate in this activity.

Name of Parent or Legal Guardian:

Signature of Parent/Guardian:

Date:

Please indicate below if there is any information about your student that we should be aware of and any precautions that should be taken eg. Allergies, medication, mental health concerns or diagnosis, physical limitations etc.

Old consent form

SAMPLE 2

PARENTAL/GUARDIAN CONSENT FORM FOR DAY FIELD TRIPS

I, the undersigned, as parent or guardian of _____,
(name)

a student in attendance at _____,
(school)

participate in _____, to
(activity)

_____ on _____.
(place) (date(s))

Is your child allergic to any food, drugs or medications? (Yes / No) _____

(please provide details) _____

Is your child currently taking any medication or drugs for which a prescription is required?
(Yes / No) _____

Does your child have any prevalent medical conditions? (Yes/No) _____

Please identify the prevalent medical condition(s): _____

Action - Emergency Safety Plan for prevalent medical conditions (refer to Appendix F of procedures):

(OPTIONAL)

- a) I enclose the fee of \$ _____ to cover costs.
- b) If inclement weather occurs, I understand that the alternate date will be _____.
- c) I will be available to help supervise this activity. (Yes / No)

Signed: _____
(Parent or Guardian)

Telephone: _____

Date: _____

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.: _____

I, the undersigned, as parent or guardian of _____,
(name)

a student in attendance at _____, give consent for this child to
(school)

participate in _____, to
(activity)

_____ on _____
(place) (date(s))

Is your child allergic to any food, drugs or medications? (Yes / No) _____

(please provide details) _____

Is your child currently taking any medication or drugs for which a prescription is required?
(Yes / No) _____

Does your child have any prevalent medical conditions? (Yes/No) _____

Please identify the prevalent medical condition(s): _____

Action - Emergency Safety Plan for prevalent medical conditions (refer to Appendix F of
procedures):

(OPTIONAL)

- a) I enclose the fee of \$ _____ to cover costs.
- b) If inclement weather occurs, I understand that the alternate date will be _____.
- c) I will be available to help supervise this activity. (Yes / No)

Signed: _____
(Parent or Guardian)

Telephone: _____

Date: _____

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.: _____

Appendix C to Report No. 109-23 Appendix C to 6021 Day Field Trip Procedures

THIS FORM MUST BE READ, COMPLETED, AND SIGNED BY THE PARENT/GUARDIAN OF A PARTICIPATING STUDENT

Name of School: <input style="width: 95%;" type="text"/>	Staff Organizer/supervisor: <input style="width: 95%;" type="text"/>	Excursion Description (180 Characters max): <input style="width: 98%; height: 40px;" type="text"/>
Excursion location: <input style="width: 95%;" type="text"/>	Date(s) of excursion: <input style="width: 95%;" type="text"/>	

Excursion Type: _____

Mode of transportation: _____

Student Information (to be completed by parent)

Student Name: <input style="width: 95%;" type="text"/>	Student Date of Birth: <input style="width: 95%;" type="text"/>	Student Home Address: <input style="width: 95%;" type="text"/> <input style="width: 95%;" type="text"/>
Parent/Guardian Name: <input style="width: 95%;" type="text"/>	Parent/Guardian phone number(s): <input style="width: 95%;" type="text"/>	

Elements of Risk

Educational activity programs, such as _____ involve certain elements of risk. Injuries may occur while participating in these activities. The following list includes, but is not limited to, examples of the types of injury which may result from participating in _____:

The risk of sustaining these types of 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. By choosing to take part in this activity, you are accepting the risk that your child may be injured.

The Upper Canada District School Board does NOT provide accidental death, disability, dismemberment, or medical expense insurance on behalf of the students participating in this activity. It is strongly recommended that you purchase Student Accident Insurance, particularly if you do not have a benefit plan through your work, to cover damage, loss and expense sustained in the event of an accident. For additional information on Student Accident Insurance, please go to the following website <http://www.insuremykids.com/about.aspx> or call 1-800-463-5437.

Students will travel to this event by _____. Travel by _____ involves certain elements of risk. The following list includes, but is not limited to, examples of the types of injuries which may occur while being transported to are: _____

Acknowledgement

We have read the above and we understand and accept that participating in _____ and travelling by _____ we are assuming the risks and any associated damage, loss, and expense.
(Name of Student)

I give _____ permission to participate in _____ to be held on _____.

Additional student safety/accommodations required for your child:

<input style="width: 98%; height: 20px;" type="text"/>
--

Acknowledgement

We have read the above and we understand and accept that participating in _____ and travelling by _____ we are assuming the risks and any associated damage, loss, and expense.
(Name of Student)

I give _____ permission to participate in _____ to be held on _____.

Additional student safety/accommodations required for your child:

Name of Parent/ Guardian (Please Print): _____

Signature of Parent/ Guardian: _____ Date: _____

Signature of Principal: _____

DRAFT

DAY FIELD TRIP APPROVAL FORM

School Name: _____

Teacher in Charge: _____

Destination: _____

Itinerary Included: Yes / No

Number of Students: _____

Number of Supervisors: _____

Number of Staff: _____

Number of non Staff Supervisors / Volunteers: _____

Grade / Attendees: _____

This form is to be approved by the principal of the school a minimum of seven (7) days prior to the day field trip.

Will this excursion occur with any other LDSB school at the same time?

- YES If so, please list which school(s) and lead supervisor
- NO

Type of Educational Excursion

- Within Walking Distance, Low Risk
- Requires Local Transportation, Low Risk
- Requires Local Transportation, Moderate Risk
 - Attach Form A – Risk Assessment Checklist

EXCURSION DETAILS FOR DAY FIELD TRIP

Purpose of Trip (curricular relevance)	
Departure Date / Time	
Return Date / Time	
Coverage (including supervision required at school)	
Transportation Details <input type="checkbox"/> School Bus <input type="checkbox"/> City Bus <input type="checkbox"/> Walking	

<input type="checkbox"/> Personal Vehicle <input type="checkbox"/> Other:	
Specific Safety Requirements to be considered <input type="checkbox"/> Awareness of prevalent medical conditions <input type="checkbox"/> A list of students with prevalent medical conditions is attached <input type="checkbox"/> Copies of student “grab and go” emergency information sheet is attached <input type="checkbox"/> Contact with parent/guardian (s) has been made and Prevalent Medical Conditions Safety Plan has been created <input type="checkbox"/> Awareness of student support plans and IEPs <input type="checkbox"/> Other Considerations	
Estimated Expenditures Outline Funds Required and Source Form F – Finance Form may be used <ul style="list-style-type: none"> • Travel • Supply teacher costs • Other • Total 	

3. Funding Arrangements

3.1 Direct Charge to Student(s) =

\$ _____ per student x _____ no. of students = _____

TOTAL _____

Teacher	Principal	Superintendent
I am forwarding this day field trip form for approval after having considered all elements listed in Procedure 6021 including the Risk Assessment Checklist, if applicable	I have reviewed this Day Field Trip approval form and it meets the requirements of Policy 6021 and Procedure 6021 and the risk assessment checklist that follows.	I have reviewed this Day Field Trip Approval Form and the Risk Assessment Checklist included. <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved
Signature:	Signature:	Signature:
Date:	Date:	Date:

CANOEING SKILLS FOR TRIP LEADERS, SUPERVISORS AND PARTICIPANTS

1. Canoe trip participants and supervisors must follow and ~~possess the~~ following:
 - 1.1 OPHEA Curricular Supports
 - 1.2 Ontario Safety Guidelines
 - 1.3 ***Instructor must have one of*** Ontario Recreational Canoeing and Kayaking Association (ORCKA) Certification ***or Paddle Canada.***
 - 1.3.1 for taking students canoeing ORCKA Basic Instructor ***or Paddle Canada*** is mandatory; and
 - 1.3.2 for taking students on ***an extended*** canoe trip ORCKA Tripping Level 3 Trip Leader is mandatory.
2. ***At least one (1) trip guide, supervisor, teacher, volunteer, or instructor must have current certifications in one of Bronze Cross or Wilderness Water Safety to fill the role of Water Safety Supervisor.***
- 2.3. Canoeing and canoe tripping is a high-risk activity, and thus superintendent or designate approval is mandatory.

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

Outdoor Education (Canoeing) **Elementary Grades 4-8 and Secondary Grades 9-12**

Canoe training and single day canoe field trips which travel within two hours from the arrival of emergency medical assistance and take place in a swimming pool or local bodies of water where there is no evidence of rapids, irregular waves, large waves or strainers, strong eddies, or powerful currents (source: International Scale of River Difficulty).

Swim Test

Prior to the activity, students must successfully complete the following swim test with or without a PDF:

- ***rolling entry into deep water;***
- ***tread water for one minute; and***
- ***swim 50 m continuously.***

The test must be:

- ***administered by a certified aquatic instructor or lifeguard; and***
- ***completed within the school year in which the activity is taking place.***

In lieu of the completing the swim test, students may provide proof of Bronze Star certification or higher.

Results of the swim test must be documented and communicated to the principal of the school.

Supervision

- ***1 supervisor per 12 students in tandem boats***
- ***1 supervisor per 8 students in solo boats***
- ***1 instructor per 25 students. This individual possesses the required ORCKA or Paddle Canada certifications for canoeing. This role could be filled by a teacher, parent/guardian/volunteer / outside provider.***
- ***1 water safety supervisor per 25 students. This individual has the certification to supervise any swimming and wading activities which occur on the field trip.***

Environmental Considerations

- ***Students must receive instruction on safety procedures related to environmental conditions and be made aware of ways to protect themselves (for example, sun burn, heat stroke).***
- ***Trip guide, instructor and supervisors must:***
 - ***be aware of and respond to changing weather and water conditions prior to and during canoe training and the trip; and***
 - ***cancel, postpone, or alter the excursion if conditions put students' safety at an elevated level of risk (for example, wind, temperature, lightning storms, fog).***
- ***If hazardous weather suddenly approaches, leave the water immediately.***

Equipment

- ***Correctly fitting Canadian approved PDF with whistle attached must be worn by all participants and properly secured at all times near the water, on a dock, on the water.***
- ***Parents/guardians must be informed that all students will wear a correctly fitting and Canadian-approved PFD/lifejacket, with whistle attached, when near, in or on the water.***
- ***One paddle per person and two paddles per canoe.***
- ***Check paddles and canoes for cracks and splinters and leaks.***
- ***One safety craft which can be the craft that the instructor/guide is operating and must be in the water and accessible while students are canoeing.***

Special Rules and Instruction

- ***Be aware of students whose medical condition (for example, asthma, anaphylaxis, casts, previous concussion, orthopaedic device) may affect participation. Consult OPHEA Medical Conditions and LDSB policy.***
- ***Refer to school board policies and procedures (i.e., transportation, excursion/field trip) for communication with parents/guardians, the location of an off-site activity, means of transportation, supervision ratios, and parent/guardian permission.***

LAKEHEAD DISTRICT SCHOOL BOARD

PREVALENT MEDICAL CONDITIONS SAFETY PLAN FOR DAY FIELD TRIP

Student Name:

Home Address:

Parent/Guardian Name:

Home Phone Number:

Work Phone Number:

Emergency Contact Name:

Emergency Contact Phone Number:

Date of Contact with Parent/Guardian to collaborate on a Medical Safety Plan:

Medical information

- 1. Is your child allergic to any drugs, food, or medication? Y / N**
If yes, provide details:
- 2. Does your child take any prescription drugs? Y / N**
If yes, provide details:
- 3. What medication (s) should the student have available during the activity?**
- 4. Does your child wear a medical alert bracelet, neck chain, or carry a medical alert card? Y / N**
- 5. Has your child been identified as anaphylactic? Y / N** ***If yes, does your child carry an EpiPen? Y / N***
- 6. Does your child wear eyeglasses? Y / N** ***Contact Lenses Y / N***
- 7. Please indicate if your child has been subject to any of the following and provide pertinent details: epilepsy, diabetes, orthopaedic problems, deafness, hearing loss, asthma, or allergies.**

8. ***Please indicate any history (age 5 to present) of head (including concussions) or back conditions or injuries. Concussion related injuries form (OPHEA) must be completed by a physician before the student returns to class/sports activities.***

9. ***Please indicate any arthritis or rheumatism, chronic nosebleeds, dizziness, fainting, headaches, hearing aid, heart or lung disease or supports for physical mobility:***

10. ***Please indicate any other medical condition that will require accommodation:***

OLD

~~Date of Contact with Parent/Guardian to develop collaborative safety plan:~~

~~Questions to be addressed in the development of the plan:~~

- a) ~~How does / will the bus/airline/other mode of transportation have the means to deal with the prevalent medical condition?~~
- b) ~~How will appropriate food / restaurants be chosen to address the student's prevalent medical condition?~~
- c) ~~Who will speak to the restaurant manager / food provider to indicate and plan for the student's prevalent medical condition?~~
- d) ~~What is the plan for emergency action:~~
 - a. ~~While travelling to the destination?~~
 - b. ~~While at the destination?~~
 - c. ~~While travelling from the destination?~~
- e) ~~Other than the lead supervisor of the trip, who are the backup supervisors that will be fully aware of this safety plan?~~
- f) ~~Other considerations/ information/ knowledge?~~

This Prevalent Medical Conditions safety plan specific to the trip to

on the date _____ has been developed in collaboration by:

Parent/Guardian Signature

Field Trip Supervisor Signature

DRAFT

LAKEHEAD DISTRICT SCHOOL BOARD

PREVALENT MEDICAL CONDITIONS SAFETY PLAN FOR DAY FIELD TRIP

Sport Risk Consent Form

Elementary/ Secondary Athletic Participation Form

This form is to be completed on behalf of an athlete who wishes to participate in sport and must be returned to the coach prior to the first team try-out.

Student Athlete Name:

Home Address:

Parent/Guardian Name:

Home Phone Number:

Work Phone Number:

Emergency Contact Name:

Emergency Contact Phone Number:

Medical information

- 1. Date of last complete examination:***
- 2. Date of last tetanus immunization:***
- 3. Is your child allergic to any drugs, food, or medication? Y / N***
If yes, provide details:
- 4. Does your child take any prescription drugs? Y / N***
If yes, provide details:
- 5. What medication(s) should the participant have available during the sport activity?***

6. ***Does your child wear a medical alert bracelet, neck chain, or carry a medical alert card? Y / N***

7. ***Has your child been identified as anaphylactic? Y / N If yes, does your child carry an EpiPen? Y / N***

8. ***Does your child wear eyeglasses? Y / N Contact Lenses Y / N***

9. ***Please indicate if your child has been subject to any of the following and provide pertinent details: epilepsy, diabetes, orthopaedic problems, deafness, hearing loss, asthma, allergies:***

10. ***Please indicate any history (age 5 to present) of head (including concussions) or back conditions or injuries:***

11. ***Please indicate any arthritis or rheumatism, chronic nosebleeds, dizziness, fainting, headaches, hernia, swollen or painful joints, trick or lock knee, hearing aid, hearing aid, heart or lung disease or supports for physical mobility:***

12. ***Please indicate any other medical condition that will require accommodation:***

If a concussion has been diagnosed over the summer break, during non-school related activities or during school related activities, the request to Resume Participation – Concussion related injuries form (OPHEA) must be completed by a physician before the student returns to class/sports activities.

Parent/Guardian Signature

Field Trip Supervisor Signature

DATE:

DATE:

BUS / CAR MANIFEST

Form must be left at school as it is used to contact parents/guardians in case of late arrival or emergency and to get messages to staff or students.

Date: _____ Destination: _____

Staff Supervisor: _____ Cell Phone: _____

1. Bus Manifest – Please attach a list of students assigned to the bus.

Bus Company: _____

License Plate: _____ Bus #: _____

Driver Name (if possible): _____

Cell #: _____

2. Car Manifest – Please complete table below for each car / taxi.

Car 1: Driver Name: _____ Cell #: _____

NOTE: Volunteer Driver Declaration must be on file at the office.

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

Car 2: Driver Name: _____ Cell #: _____

NOTE: Volunteer Driver Declaration must be on file at the office.

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

Car 3: Driver Name: _____ Cell #: _____

NOTE: Volunteer Driver Declaration must be on file at the office.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Car 4: Driver Name: _____ Cell #: _____

NOTE: Volunteer Driver Declaration must be on file at the office.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Car 5: Driver Name: _____ Cell #: _____

NOTE: Volunteer Driver Declaration must be on file at the office.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Car 6: Driver Name: _____ Cell #: _____

NOTE: Volunteer Driver Declaration must be on file at the office.

1. _____
2. _____
3. _____
4. _____

LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2023 NOV 14
Report No. 106-23

TO THE CHAIR AND MEMBERS OF
THE BOARD ADVISORY COMMITTEE - Public Session

RE: POLICY REVIEW – 7011 TEACHER PERFORMANCE APPRAISAL

1. Background

- 1.1 The 7011 Teacher Performance Appraisal Policy was last revised on April 26, 2016.
- 1.2 At the June 13, 2023 Board Advisory Committee Meeting, the 7011 Teacher Performance Appraisal Policy, was approved for review during the 2023-2024 school year as part of the policy development and review cycle.
- 1.3 On September 13, 2023, the draft policy and procedures were posted on the Board website and distributed to constituent groups for review and comment with input to be received by October 18, 2023.

2. Situation

- 2.1 There was no other constituent input received.
- 2.2 The revised policy is attached as Appendix A, procedures as Appendix B and appendices as Appendix C.
- 2.3 Upon final approval, the policy will be distributed according to Board procedures.

RECOMMENDATION

The Board Advisory Committee recommends the adoption of the following motion,

“That Lakehead District School Board approve the review of 7011 Teacher Performance Appraisal Policy as outlined in Report No 106-23”.

Respectfully submitted,

MICHELLE PROBIZANSKI
Superintendent of Education

SHERRI-LYNNE PHARAND
Director of Education

PERSONNEL & EMPLOYEE RELATIONS	7000
DRAFT- November 14, 2023	
TEACHER PERFORMANCE APPRAISAL POLICY	7011

1. Rationale

The Ministry of Education has directed that school boards conduct teacher performance appraisals that are consistent with the Education Act as amended, Ontario Regulations 98/02, 99/02 and 266/06 as amended, the New Teacher Induction Program, Induction Elements Manual 2010, the Performance Appraisal Technical Requirements Manual 2010, and the Ontario College of Teachers' Standards of Practice for the Teaching Profession.

2. Policy

2.1 It is the policy of Lakehead District School Board to:

- ensure all students receive the benefit of an educational system staffed by competent and effective teachers;
- provide fair, effective and consistent teacher evaluation in every school; and
- promote the professional growth of its teaching staff.

3. Guiding Principles

3.1 Lakehead District School Board supports the following guiding principles for the teacher performance appraisal process:

- 3.1.1 Teacher performance appraisals apply to members of the Elementary Teachers' Federation of Ontario (ETFO) and the Ontario Secondary Teachers' Federation (OSSTF), and teachers on a Letter of Permission.
- 3.1.2 Occasional or continuing education teachers, supervisory officers, principals, and vice principals are not evaluated by this process.
- 3.1.3 Teacher performance appraisal reflects the duties and expectations in accordance with the Education Act and with the regulations and guidelines of the Ministry of Education and of the Board.
- 3.1.4 Teachers determine their own professional growth recognizing expectations of the Ontario College of Teachers' Standards of Practice.
- 3.1.5 Teachers accept responsibility to develop their professional effectiveness.
- 3.1.6 The process provides opportunities for growth, continuous improvement, and concrete steps and support for improvement in areas of concern.
- 3.1.7 Additional appraisals shall be conducted based upon issues of performance.

PERSONNEL & EMPLOYEE RELATIONS**7000**

DRAFT- November 14, 2023

**TEACHER PERFORMANCE
APPRAISAL PROCEDURES****7011**1. Policy

It is the policy of Lakehead District School Board to:

- ensure all students receive the benefit of an educational system staffed by competent and effective teachers;
- provide fair, effective and consistent teacher evaluation in every school; and
- promote the professional growth of its teaching staff.

2. Process for New Teachers

- 2.1 Teachers new to the profession must have at least two appraisals within their first twelve months, after they begin teaching.
- 2.2 Teachers new to the profession must have completed the New Teacher Induction Program(NTIP) within the first twenty-four months of beginning teaching.
- 2.3 Once new teachers have completed the NTIP, they will be placed on a five year evaluation cycle.
- 2.4 Each school year, human resources will identify new teachers who are scheduled for evaluation in that school year and notify the principal.
- 2.5 Where a new teacher is assigned to more than one school, the human resources department, in consultation with the principals and the supervisory officer, will determine where the teacher's performance appraisal is conducted.
- 2.6 The principal will follow the process and timelines of the performance appraisal process (Appendix A) as outlined in the Teacher Performance Appraisal Technical Requirements Manual 2010.
- 2.7 If a new teacher receives a Development Needed rating, the principal, with input from the teacher, will develop an Enrichment Plan. The NTIP will extend into the second 12 month period.
- 2.8 If the teacher receives an unsatisfactory rating, after having received a Development Needed rating, the teacher will be on review status and an Improvement Plan will be developed by the principal with input from the teacher. The principal shall inform the appropriate supervisory officer, provide necessary documentation and consult with appropriate union representatives.

PERSONNEL & EMPLOYEE RELATIONS**7000**

DRAFT- November 14, 2023

**TEACHER PERFORMANCE
APPRAISAL PROCEDURES****7011**

2.9 ***The Teacher Performance Appraisal Technical Requirements Manual, 2010 outlines the P*** procedures to be followed; ~~based on specific appraisal outcomes, relate to the following areas as outlined in the Teacher Performance Appraisal Technical Requirements Manual 2010.~~

2.9.1 Summary of Procedural Requirements Following Specific Appraisal Outcomes:

2.9.2 Detailed Procedural Requirements Following Specific Appraisal Outcomes.:

- ~~T~~iming between the first and second appraisal in the first 12 month period after the teacher begins teaching.;
- ~~W~~here an appraisal rating is satisfactory.;
- ~~W~~here the teacher has accumulated two satisfactory appraisal ratings at any time during the first 24 month period after he or she begins teaching.;
- ~~W~~here the appraisal rating is Development Needed.; **and**
- ~~W~~here a teacher has received an unsatisfactory appraisal rating.

2.9.3 On Review Status.:

- ~~P~~rovision for an additional appraisal while on Review Status.

2.9.4 Provisions for Termination of a Teacher's Employment.:

- ~~R~~ecommendation for termination following a second unsatisfactory appraisal.; **and**
- ~~T~~ermination while on review status without an additional appraisal.

2.9.5 Procedures followed by Board on receiving a recommendation to terminate a teacher's employment.:

- ~~T~~he Director of Education/Secretary of the Board must suspend with pay or reassign the teacher to duties appropriate in the circumstances.;
- ~~W~~ithin 60 days of receiving the recommendation to terminate, the Board must make a decision by majority vote.;
- ~~W~~here a board terminates a teacher's employment, the Director of Education/Secretary of the Board must promptly file a complaint with the Ontario College of Teachers.; **and**
- ~~W~~here a teacher resigns while on review status, the Director of Education/Secretary of the Board must promptly file a complaint with the Ontario College of Teachers.

PERSONNEL & EMPLOYEE RELATIONS**7000**

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**TEACHER PERFORMANCE
APPRAISAL PROCEDURES****7011**

- 2.10 Every new teacher will complete an Individual NTIP Strategy Form in collaboration with the new teacher's mentor and will share the plan with the principal. The principal will introduce the plan, arrange for the supports and allocate the appropriate resources.
- 2.11 Summative Reports and copies of the NTIP Strategy Form will be filed with the appropriate supervisory officer by the last Monday in June. These will be kept on file at the Board Office for six years from the date of the report.
3. Process for Experienced Teachers
- 3.1 A teacher ceases to be a new teacher once he or she successfully completes the NTIP or, subject to any extension provided for in the regulations, his or her 24-month new teaching period has elapsed.
- 3.2 Each experienced teacher will be placed on a five-year cycle for performance appraisal.
- 3.3 During the evaluation year, a teacher must receive at least one performance appraisal.
- 3.4 The performance of experienced teachers who are new to a board must be appraised in the first year of employment with the board.
- 3.5 Each school year, human resources will identify teachers who are scheduled for evaluation in that school year and notify the principal. Principals may identify additional teachers for review in light of circumstances relating to the teacher's performance.
- 3.6 Within 20 school days after a teacher commences teaching in his or her evaluation year, the principal must notify the teacher that his or her performance will be assessed during that school year.
- 3.7 Where a teacher is assigned to more than one school, the principal, in consultation with the supervisory officer, will determine where the teacher's performance appraisal is conducted.
- 3.8 A teacher who is teaching a minimum of half a school year shall be subject to the full requirements of the appraisal policy and timelines in his/her half of the school year.

PERSONNEL & EMPLOYEE RELATIONS**7000**

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**TEACHER PERFORMANCE
APPRAISAL PROCEDURES****7011**

- 3.9 Teachers who move from the new to the experienced teacher appraisal process must develop an Annual Learning Plan (ALP) in their first year as an experienced teacher. The plan must include the teacher's professional growth goals, as well as his or her proposed action plan and timelines for achieving those objectives.
- 3.10 Each year, teachers in consultation with their principal, are required to review and update their ALP as necessary, from the previous year.
- 3.11 The principal will follow the process and timelines of the performance appraisal process (Appendix B), as outlined in the Performance Appraisal Technical Requirements Manual (2010).
- 3.12 The principal will use a two-point rating scale, satisfactory or unsatisfactory, in each performance appraisal of an experienced teacher.
- 3.13 If the teacher receives an unsatisfactory rating, the teacher will be on review status and an Improvement Plan will be developed by the principal with input from the teacher. The principal shall inform the appropriate supervisory officer, provide necessary documentation and consult with appropriate union representatives.
- 3.14 ***The Teacher Performance Appraisal Technical Requirements Manual, 2010***
~~The Technical Requirements Manual 2010~~ outlines the procedures to be followed for these situations:
- 3.14.1 Procedural requirements following a satisfactory rating.
- 3.14.2 Where the first appraisal rating is an unsatisfactory rating.
- 3.14.3 Timing of a second appraisal following the first unsatisfactory appraisal.
- 3.14 4 Second unsatisfactory appraisal rating.
- 3.14 5 Review status and third performance appraisal while on review.
- 3.14.6 Provisions for termination of a teacher's employment:-
- ~~R~~recommenda**tion** of termination following a third unsatisfactory appraisal-;
 - ~~T~~ermination while on review status without an additional appraisal-; **and**
 - ~~P~~rocedures followed by the Board on receiving a recommendation to terminate a teacher's employment.

PERSONNEL & EMPLOYEE RELATIONS

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TEACHER PERFORMANCE APPRAISAL PROCEDURES

7011

3.15 Summative reports and copies of the ALP from the evaluation year will be filed with the appropriate supervisory officer by the last Monday in June. These will be kept on file at the Board Office for six years from the date of the report.

4. Review

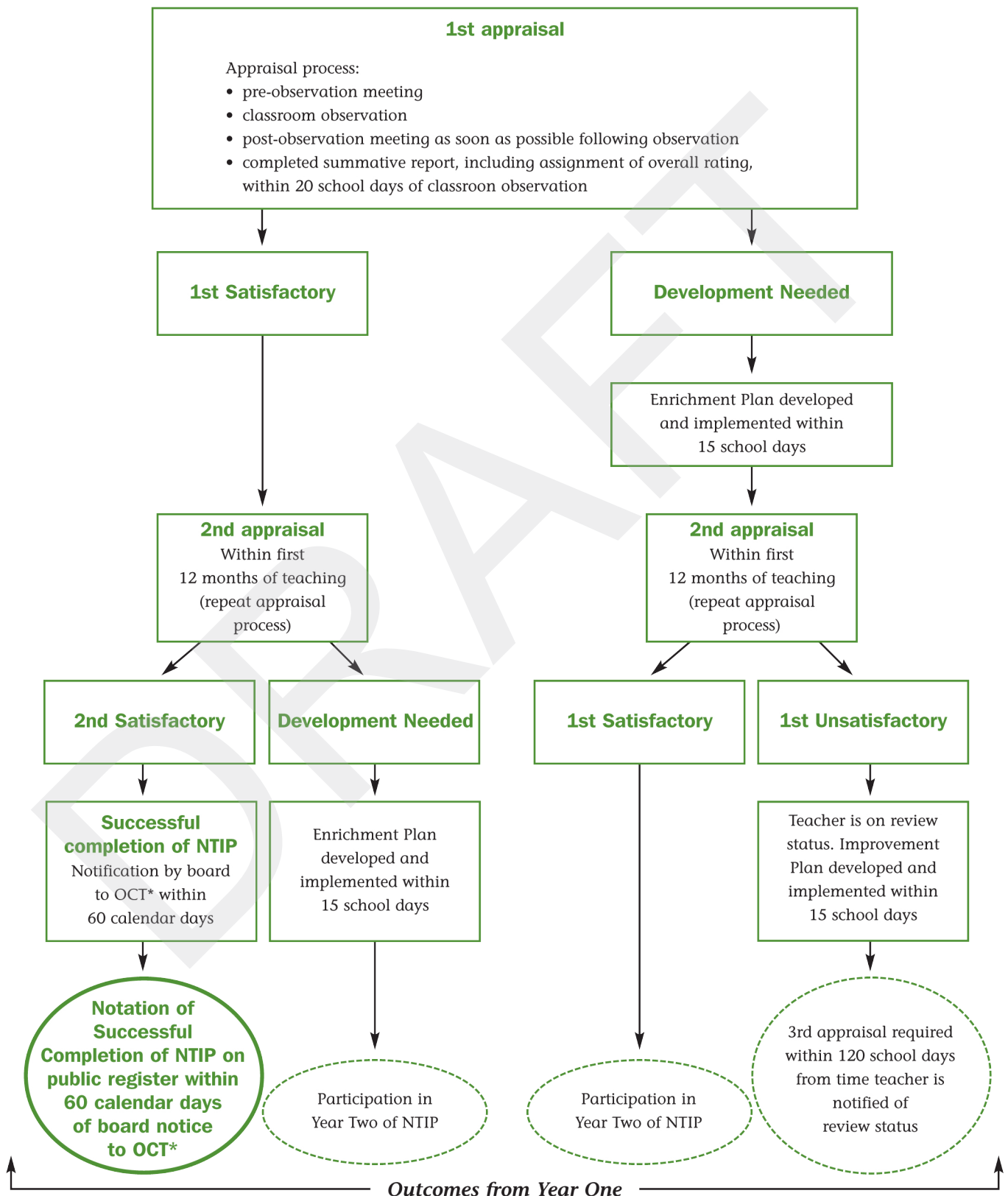
These procedures will be reviewed in accordance with 2010 Policy Development and Review Policy.

<u>Cross Reference</u>	<u>Date Approved</u>	<u>Legal Reference</u>
Policy 7011	May 27, 2003 <u>Date Revised</u> January 22, 2008 April 26, 2016 November 14, 2023	Quality in the Classroom Act 2001 (Part x.2) O. Reg. 98/02 O. Reg. 99/02 O. Reg. 266/06 O. Reg. 96/07 O. Reg. 97/07 O. Reg. 200/18 O. Reg. 671/20

APPENDIX A

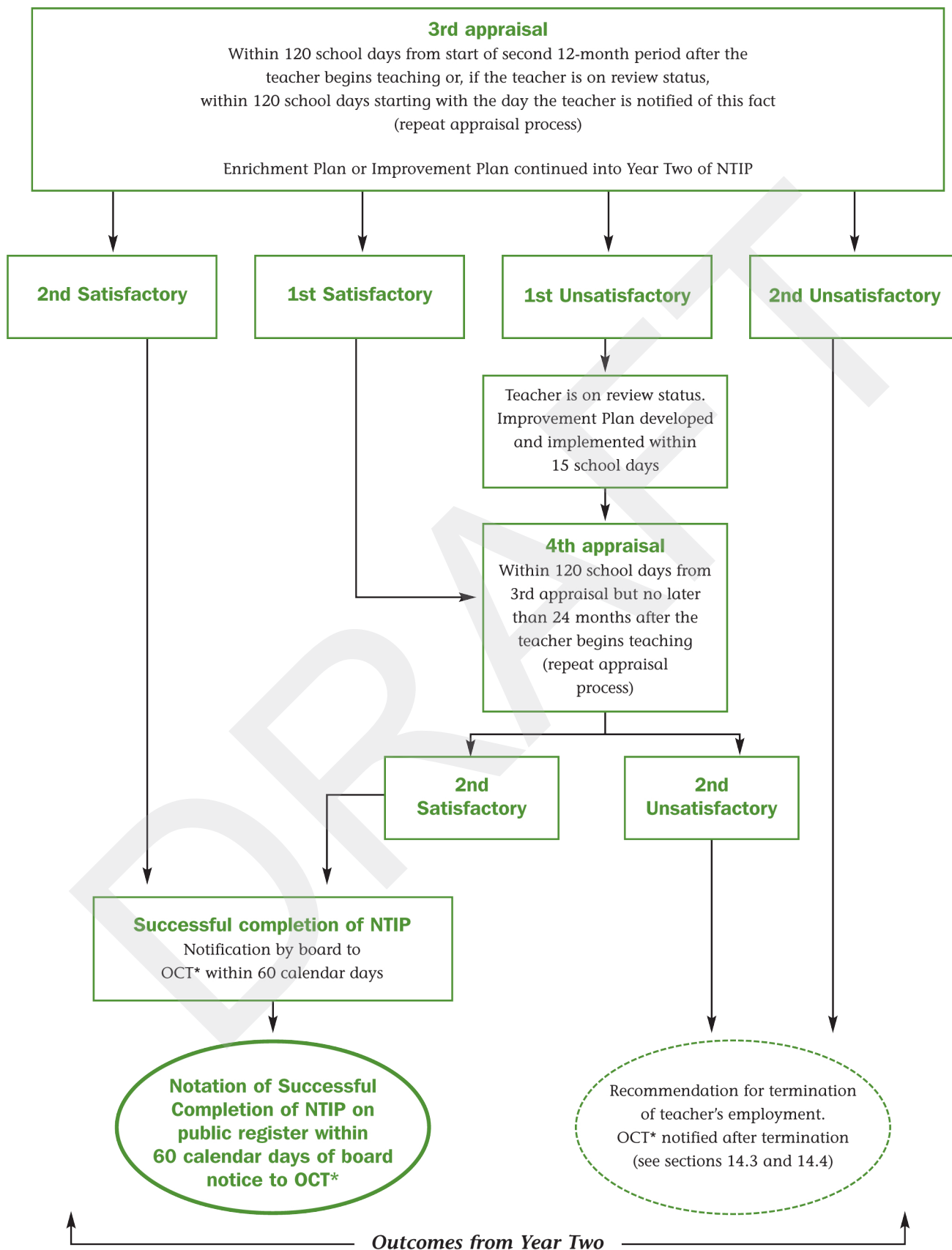
Figure 1. New Teacher Induction Program (NTIP): Performance Appraisal of New Teachers Flow Chart

NTIP Year One (two appraisals are required in the first 12 months after the teacher begins teaching)



* Ontario College of Teachers

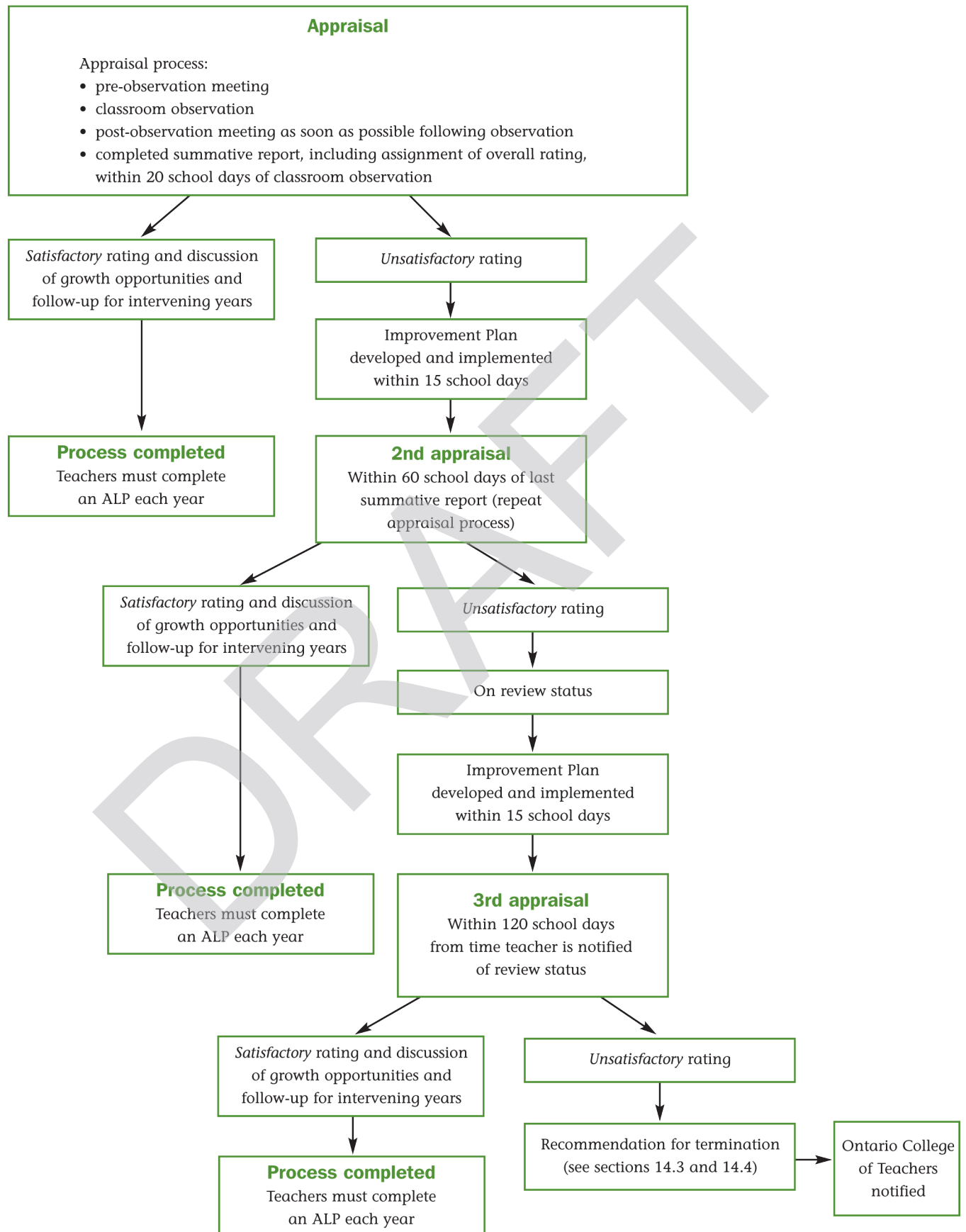
NTIP Year Two – If Required (must be completed within the teacher’s first 24 months of teaching)



* Ontario College of Teachers

APPENDIX B

Figure 2. Performance Appraisal of Experienced Teachers Flow Chart



LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2023 NOV 14
Report No. 107-23

TO THE CHAIR AND MEMBERS OF
THE BOARD ADVISORY COMMITTEE – Public Session

RE: POLICY REVIEW – 8011 USE OF SCHOOL BUILDINGS, FACILITIES AND GROUNDS

1. Background

- 1.1 On November 28, 2017, the 8011 Use of School Buildings, Facilities and Grounds Policy was revised.
- 1.2 At the October 10, 2023 Board Advisory Committee Meeting, the 8011 Use of School Buildings, Facilities and Grounds Policy, was approved for review during the 2023-2024 school year.

2. Situation

- 2.1 The guidelines were updated in the policy to align with the 7030 Human Rights and Workplace Harassment Policy. The full review of the policy and procedure is scheduled for 2025-2026.
- 2.2 The revised policy is attached as Appendix A, the procedures as Appendix B, and appendices as Appendix C
- 2.3 Upon final approval, the policy will be distributed according to Board procedures.

RECOMMENDATION

The Board Advisory Committee recommends the adoption of the following motion,

“That Lakehead District School Board approve 8011 Use of School Buildings, Facilities and Grounds Policy, Appendix A to Report No. 107-23”.

Respectfully submitted,

DAVE COVELLO
Manager of IT Services and Corporate Planning

KIRSTI ALAKSA
Superintendent of Business

SHERRI-LYNNE PHARAND
Director of Education

SCHOOL COMMUNITY RELATIONS	8000
USE OF SCHOOL BUILDINGS, FACILITIES AND GROUNDS POLICY	8011

1. Rationale

Our community is comprised of a number of co-operative groups: cultural, political, economic, social and educational. As an educational institution, Lakehead District School Board (LDSB) has the opportunity to recognize and to encourage those activities, which promote personal and social growth. The Board also recognizes that school buildings are public buildings and are an integral part of the community and, as such, should be available for public use to improve the quality of life for everyone.

2. The Policy

It is the policy of LDSB to make available to the community the Board's school buildings, facilities and grounds provided such use does not conflict with regular school use and is implemented in a cost neutral manner.

3. Guidelines

- 3.1 The use of schools for student instruction, school extra-curricular activities and other school related business either during or outside of normal school hours shall take precedence over all other activities.
- 3.2 Any activity that may be potentially injurious to the building, grounds or equipment will not be approved.
- 3.3 ~~It is the prerogative of Lakehead District School Board to refuse the use of its facilities to any person or group, unless use is mandated.~~

All use of space under this policy must comply with the Ontario Human Rights Code. This Policy shall be interpreted in accordance with the Board's Human Rights and Workplace Harassment Policy. The Board reserves the right to deny or cancel requests for use of space for activities which may constitute a violation of the Code and/ or that may otherwise cause harm to the school community.

4. Administrative Regulations

- 4.1 Overall administration and supervision of the program is to be the responsibility of the designated superintendent.
- 4.2 The Community Use of Schools outreach coordinator will manage the permit process, ensuring written agreements include the acceptance of Regulations and Conditions for Use of School Buildings and appropriate insurance coverage are in place before processing the application.

SCHOOL COMMUNITY RELATIONS**8000****USE OF SCHOOL BUILDINGS, FACILITIES AND
GROUNDS POLICY****8011**

- 4.3 Approval of all application/permits is to be the responsibility of the school principal or his/her designate.
- 4.4 A Board staff member must be present during any community use activity to open, lock-up, and monitor users to ensure Board policies are followed, and to implement emergency procedures should they be required.
- 4.5 A schedule of fees, updated periodically on the Board website, shall be established by LDSB and fees will be charged for the use of school facilities according to the classification of the user.
- 4.6 The specific details concerning regulations, responsibilities, and user categories are outlined in 8011 Use of School Buildings, Facilities and Grounds Procedures.

5. Review

This policy shall be reviewed in accordance with 2010 Policy Development and Review Policy.

<u>Cross Reference</u>	<u>Date Approved</u>	<u>Legal Reference</u>
Leasing of Space Policy (3060)	March 15, 1983	Ontario Human Rights Code _____
Security Policy (3091)		
Visitation in the Schools Policy (8013)	<u>Date Revised</u>	
Trespass to Schools Policy (8040)	June 22, 1999 June 28, 2011	
Safe Schools Policy (8070)	November 28, 2017	
Human Rights and Workplace Harassment Policy (7030) Code of Conduct (8092)	November 14, 2023	

SCHOOL-COMMUNITY RELATIONS	8000
USE OF SCHOOL BUILDINGS, FACILITIES AND GROUNDS PROCEDURES	8011

1. The Policy

It is the policy of Lakehead District School Board (LDSB) to make available to the community the Board’s school buildings, facilities and grounds provided such use does not conflict with regular school use and is implemented in a cost neutral manner.

2. Implementation Procedures

2.1 Responsibilities

- 2.1.1 The designated superintendent will be responsible for the overall supervision and administration of the program.
- 2.1.2 The principal of the school or his/her designate shall be responsible for approving all applications/permits.
- 2.1.3 The Community Use of Schools outreach coordinator is responsible to ensure the effectiveness and efficiency of the community use program, including processing of permits that have been approved by the principal.
- 2.1.4 The Community Use of Schools outreach coordinator is responsible for meeting the Ministry of Education program and reporting requirements.

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**USE OF SCHOOL BUILDINGS, FACILITIES AND
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2.2 Application/Permit

- 2.2.1 All community groups must complete an online application with the Board’s web-based community use program in order to use Board facilities. All community groups must register with the Community Use of Schools outreach coordinator to have access to make an online permit application.
- 2.2.2 Refer to the Community User Group categories in Appendix A to determine if fees apply.
- 2.2.3 Application for the use of school facilities should be submitted no later than 14 days prior to the scheduled activity.
- 2.2.4 Permits will be valid for the current school year only. Applications must be made on a yearly basis.
- 2.2.5 Applications will be accepted throughout the summer for the coming school year; however, processing/approval will be delayed until after September 1, when the principals are in place for all schools.
- 2.2.6 Approved applications/permits will be distributed to the applicant, principal, Community Use of Schools outreach coordinator and the school custodian.

3. User Groups

The user group categories are outlined in Appendix A and are as follows:

3.1 Group A) School/Board Supported

The following groups will be permitted free use of school facilities provided the principal approves such use and a staff member attends:

- Board sponsored events and groups; and
- school groups.

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3.2 Group B) Not-For-Profit Groups

Through the Ministry of Education Community Use of Schools Outreach Program, LDSB has expanded the availability of Board facilities for use by non-profit users. Subject to Ministry of Education funding, the following groups will be permitted free use of school facilities, provided the group has an approved permit and proof of general public liability insurance:

- non-profit youth community program;
- non-profit community sports;
- non-profit community recreation;
- non-profit community associations and organizations;
- charity organizations;
- partnerships and reciprocal agreement groups; and
- daycares: before and after school programs.

3.3 Group C) Commercial

The following groups will be permitted use of school facilities provided the group has an approved permit, proof of general public liability insurance, and will be charged a commercial rate:

- private or corporate commercial groups; and
- individuals receiving payment for service.

4. Available School Resources

- 4.1 Subject to the approval by LDSB, schools may be made available for community use.
- 4.2 Community use web-based software will allow for searching of available times at all facilities.
- 4.3 Normal hours of availability Monday through Friday are after school hours and no later than 10:00 p.m. The normal hours of availability Saturday, Sunday and non-statutory holidays are eight hours per day between 8:00 a.m. and 10:00 p.m.
- 4.4 Due to cleaning and maintenance requirements, the use of school facilities will be limited when schools are closed; i.e., during school holidays, including summer months, winter and spring breaks, all statutory holidays, professional activity days, examination days, one week prior to school closing in June, and two weeks after school opening in September.

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GROUNDS PROCEDURES****8011**

4.5 The following school resources are available:

- classrooms/general purpose rooms;
- gymnasiums;
- fields;
- library; and
- cafeteria.

4.6 Community groups shall confine their activity to the facilities space designated in the permit, and to the associated corridors and washrooms.

4.7 Provision for sports equipment, audio-visual equipment, pianos, special lighting, etc., shall be the responsibility of the user unless special arrangements are made through the school. A fee to cover wear and tear may be charged and paid directly to the school.

5. Cancellation of Permits

Lakehead District School Board reserves the right to cancel a permit if, after issuance, the school finds it necessary to use the reserved accommodation for school use or when a facility is closed due to inclement weather or an emergency (i.e. power outage). As much notice as possible will be provided to the user. Cancellation of permits shall be made only as a last recourse when no alternative is available. The principal or designate will be responsible for contacting the community group concerned regarding the cancellation.

6. Regulations and Conditions

6.1 Applicants must be 18 years of age or older to obtain a permit.

6.2 Applicants must agree to abide by regulations and conditions as listed in Appendix B.

6.3 All community groups must submit proof of liability insurance in the minimum amount of \$2,000,000. The insurance shall cover the Board from and against any and all risks that may arise out of the permit use or activity. Failure to file such certificate shall result in cancellation of the permit.

6.4 Applicants may access the Facility User Group Insurance Program offered by Ontario School Boards' Insurance Exchange (OSBIE). Applications are available online.

7. Rental Fee Rates and Payments

7.1 Rental fees will be charged for the use of school facilities according to the space used and classification of user (Appendix A).

7.2 The rental fees (Appendix A) will be subject to review and updated annually.

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7.3 Payments can be made in cash, debit, credit or cheque made payable to Lakehead District School Board.

7.4 Rental fees must be paid at least seven days prior to the date of the event.

7.5 Refunds will be made only under extenuating circumstances (e.g., inclement weather closure, emergency closures). The amount refunded will be net of any costs already incurred by LDSB.

8. Questions, Concerns or Complaints

Questions, concerns or complaints should be directed to the Community Use of Schools outreach coordinator.

9. Review

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

<u>Cross Reference</u>	<u>Date Received</u>	<u>Legal Reference</u>
3060 Leasing of Space Policy	March 15, 1983	<i>Ontario Human Rights Code</i>
3091 Security Policy		
8013 Visitation in the Schools Policy	<u>Date Revised</u>	
8040 Trespass to Schools Policy	June 22, 1999	
8070 Safe Schools Policy	June 28, 2011	
<i>7030 Human Rights and Workplace Harassment Policy</i>	November 28, 2017	
<i>8092 Code of Conduct</i>	<i>November 14, 2023</i>	

Appendix A to 8011 Use of School Buildings, Facilities and Grounds Procedures

USER CATEGORIES FOR APPLICATION AND FEE SCHEDULE

Group	User Classification	Conditions
A	<p>1. Board Sponsored Events and Groups</p> <ul style="list-style-type: none"> • education programs sponsored and/or supported by the Board; • Board committees; • training sessions and professional development for employees; and/or • speakers/presentations/information sessions for students, staff and/or public arranged by Board. <p>2. School Groups</p> <ul style="list-style-type: none"> • co-curricular and extra-curricular program-related activities supervised by a teacher or responsible adult; • School Council activities including school dances; • speakers/presentations/information sessions for students arranged by staff or School Council; • home and school meetings and activities; and • parent/student fundraising for the school groups. 	<ul style="list-style-type: none"> • must have a member of Board staff in attendance; • additional insurance is not required; and • in circumstances where a custodian is required beyond normal working hours, the hours will be approved by the principal.

Appendix A to 8011 Use of School Buildings, Facilities and Grounds Procedures

Group	User Classification	Conditions
B	<ol style="list-style-type: none"> 1. Non-Profit Youth Community Programs <ul style="list-style-type: none"> • non-profit youth (under 18 years of age) community programs and organizations whose membership is not restrictive and whose leaders and/or instructors receive no direct compensation; and • charitable organizations or agencies providing before or after school programs at cost, no cost or donation only. 2. Non-Profit Community Sports <ul style="list-style-type: none"> • non-profit recognized youth sport and recreation service providers; and • unorganized/amateur athletic and sports groups, this includes staff and student groups not directly related to school and student programming. 3. Non-Profit Community Recreation <ul style="list-style-type: none"> • non-profit recreational or social groups/clubs or activities, this includes staff and student groups not directly related to school and student programming; • non-profit community theatre, dance or musical productions; • school reunions; and • birthday parties, baby/bridal showers and staff parties. 4. Non-Profit Community Associations and Organizations <ul style="list-style-type: none"> • non-profit local community associations and municipalities holding meeting or public information sessions; and • Board union and federation meetings and information sessions. 5. Charity Organizations <ul style="list-style-type: none"> • groups where money collected is used for community club or charitable purposes and not for personal gain. 	<ul style="list-style-type: none"> • must have an adult (age of 18 or older) in attendance; • permit application for school use is required; • insurance required; proof and copy of general and comprehensive public liability insurance must be presented prior to event - may be purchased with OSBIE at the school when submitting permit application; and • in circumstances where custodian is required beyond normal working hours, the hours will be approved by the principal and cost charged against "Community Use of Schools".

Appendix A to 8011 Use of School Buildings, Facilities and Grounds Procedures

Group	User Classification	Conditions
	<p>6. Partnerships and Reciprocal Agreement Groups</p> <ul style="list-style-type: none"> • City of Thunder Bay Parks and Recreation Department Programs; • Coterminous Boards physical education program; • Indigenous programs; • Lappe Local Area Services Board; • LU Education Department; • additional Qualification Courses (OISE, LU); and • individuals providing music/piano instruction to students at LDSB rural schools. <p>7. Day Cares</p> <ul style="list-style-type: none"> • Providing before or after school programs. 	

Appendix A to 8011 Use of School Buildings, Facilities and Grounds Procedures

Group	User Classification	Conditions
C	<p>1. Private or Corporate Commercial Groups</p> <ul style="list-style-type: none"> • activities for private, corporate, and/or other organizations or individuals that yield a profit 	<ul style="list-style-type: none"> • consultation with Community Use of Schools outreach coordinator; • must have an adult (age of 18 or older) in attendance; • commercial permit application for school use is required; • insurance required; proof and copy of general and comprehensive public liability insurance must be presented prior to event - may be purchased with OSBIE when submitting permit application; and • rental cost and additional custodial hours will be charged to the group.

RENTAL RATE:

The rental rate will be based on the number of hours of the permit and the current custodial rate. Additional costs may be added for any extraordinary expenses (e.g., extended hours, holidays, special activities, etc.). If clean-up is required, all costs will be assumed by the user.

Note: H.S.T. is charged on rental fees and additional costs.

Appendix B to 8011 Use of School Buildings, Facilities and Grounds Procedures

REGULATIONS AND CONDITIONS

1. This application may be accepted or rejected by Lakehead District School Board (LDSB). Should this application be accepted, it shall constitute a binding contract.
2. The general term of yearly permits shall be from September 15 to June 15 in the current year of issue, with exception of winter break and spring break. Certain schools may be available throughout the year. The general term of summer permits shall be from July 1 to two weeks before schools starts for school buildings and until one week before school starts for school grounds.
3. Application for the use of school facilities must be completed on the appropriate form no later than 14 days prior to the scheduled activity. Application for the use of school playing fields in the summer must be completed before June 15. The application/permit will not be granted until all terms are met.
4. Permits must be issued for the community use of any part of a school building during or after school hours. Permits will not be issued when such use interferes with regular school use as determined by the principal.
5. First priority for the use of facilities will be given to those groups which have an influence on the total education of our youth: school council activities, student and teacher activities, parent activities, school board activities, and community activities. Established users shall have priority over occasional users.
6. No applicant shall be granted a permit to use any building, facility or field unless the individual has reached the age of 18.
7. Applicants shall be responsible for the conduct and supervision of all persons admitted into the school and shall ensure that all requirements of the permit are met. An individual of 18 years of age or older will be in attendance for the duration of the time specified on the rental contract.
8. Sub-letting of space is not permitted. Any use or attempted use by one group in the name of another may result in the immediate cancellation of the permit.
9. The permit holder shall provide a certificate of comprehensive (general public) liability insurance in the minimum amount of \$2,000,000 naming Lakehead District School Board as additionally insured. The insurance shall cover the Board from and against any and all risks that may arise out of the permit use or activity. Failure to file such certificate shall result in cancellation of the permit. Applicants may access the Facility User Group Insurance Program offered by Ontario School Boards' Insurance Exchange (OSBIE). Applications are available at the school and may be submitted with the fee at the same time as the permit application for school use.
10. Applicants must ensure that all activities adhere to prevailing laws and that all necessary licenses, permits, etc., are obtained.
11. The consumption and/or sale of alcoholic beverages on school premises is prohibited.
12. Smoking in school buildings or on school property is prohibited.
13. The use of inflatable products e.g. jumpers, slides, houses, castles, is not permitted on school property.
14. Applicants require approval if food or beverages will be brought into and/or consumed in the facilities. Adherence to Thunder Bay District Health Unit Environmental Health Department's regulations for Special Events and Food in Schools is required.
15. For the health and safety of young children, elementary schools provide a nut-free environment. The applicant must ensure the same for any food or snacks provided at, or brought into the school. Secondary schools do not have this restriction.
16. Exits must be kept free from obstruction in case of fire.
17. Parking is only permitted in designated areas. Fire routes and driveways shall not be blocked. Failure to comply may result in ticketing and/or towing.

Appendix B to 8011 Use of School Buildings, Facilities and Grounds Procedures

18. All costs for damage attributable to the group's use of space shall be charged to the permit holder.
19. Applicants will be responsible for all charges incurred by the Board as a result of improper use of fire or security alarms.
20. Applicants shall be responsible for ensuring that the premises are vacated promptly at the time specified on the permit or they will be charged for additional custodial time.
21. Applicants shall exercise the utmost care in the use of the facility and property and will be responsible for and make good, any damage to Board property and equipment as determined by the school principal.
22. The Board will not be responsible for personal injury or damage, or for the loss or theft of clothing or equipment of the applicant, or anyone attending on the invitation of the applicant.
23. A fee of \$25.00 shall be charged for NSF cheques and may result in the cancellation and/or denial of further use of Board facilities. This fee is subject to review and update periodically.

Appendix C to 8011 Use of School Buildings, Facilities and Grounds Procedures



Outline of Facility User Group Insurance Program

A Facility User Group Insurance Program has been implemented for the Lakehead District School Board on behalf of those groups who do not have access to liability insurance from other sources, and who have been issued a permit by the Lakehead District School Board. This program is not designed to replace insurance coverage afforded to groups by any Provincial or National Sport Association.

Coverage only applies for the activity disclosed in the permit and is subject to the list of pre-determined activities, exclusions and rating schedule. Coverage applies ONLY while using a facility owned and operated by the Lakehead District School Board.

Policy Number LL07068		Permit Number
Permit Holder (Insured):		
Dates of Permit:		
Facility Rented:		
Activity:		
Premium:	Tax 8%	Total:

This summary does not in and of itself provide coverage and it is subject to the terms and conditions which are set forth in the policy. It is intended only to provide basic details of coverage that are fully described in Master Policy No. LL07068

Who is an Insured under this policy?

The permit holder, all affiliated leagues, clubs and or teams, their members, officers, directors, coaches, managers, officials, players, auxiliary workers, employees and volunteers while acting under the direction of the permit holder.

Additional Insured: Lakehead District School Board

Outline of Insurance Coverage

As a permit holder, you have a responsibility to provide a safe environment for those participating in your activity. This policy provides protection for your legal liability for bodily injury or damages to property of third parties, including spectators and participants. This policy provides coverage for both defence costs, to defend the action and any compensatory awards that might be granted by the courts, up to the limits and conditions of the policy.

Appendix C to 8011 Use of School Buildings, Facilities and Grounds Procedures



Coverage and Limits *(for a further description of coverage, please refer to the Frequently Asked Questions included in this document below).*

Limits of Liability:	\$ 5,000,000	Bodily Injury and Property Damage per occurrence – No Annual Aggregate
	\$ 5,000,000	Products and Completed Operations
	\$ 5,000,000	Personal Injury
	\$ 1,000,000	Tenants Legal Liability
	\$ 5,000,000	Non-Owned Automobile
	\$ 1,000	per person/\$10,000 per accident Medical Expense

Special Provisions:

- ❖ Participant Liability
- ❖ Additional insured to include all insured's affiliated leagues, clubs, and or teams, their members, officers, directors, coaches, managers, officials, players, auxiliary workers, employees and volunteers

Exclusions:

- ❖ Fireworks Exclusion
- ❖ Cyber/Data Exclusion
- ❖ Fungi & Fungal Exclusion
- ❖ Total Asbestos Exclusion
- ❖ War & Terrorism Exclusion
- ❖ Molestation Exclusion

Reimbursement (Deductible): \$ 1,000

Excluded Activities unless referred and approved by the underwriters:

Full Contact Martial Arts, Kickboxing, Boxing, Skateboarding, BMX Biking, Ice Climbing, Rugby, Football (Contact), Downhill Skiing, Rugby

Cancellation:

If your event is cancelled prior to the start of your permit date a full refund will be granted.

If your event is cancelled after the start of your permit date, no refund will be granted.

What to do in the event of a claim:

In the unfortunate event of a claim, or an incident you feel may rise to claim, please contact:

Traci Decaro, B.A., CIP, CRM

Marketing and Member Services Coordinator
Ontario School Boards' Insurance Exchange
91 Westmount Rd., GUELPH, ON N1H 5J2
800.668.6724

Appendix C to 8011 Use of School Buildings, Facilities and Grounds Procedures

FACILITY USER GROUP RATING SCHEDULE**Exclusive rating for members of OSBIE:****LOW RISK SPORTS INCLUDING EVENTS UP TO 500 PEOPLE:**

BADMINTON, BATON TWIRLING, INDOOR MINI GOLF, SHUFFLE BOARD, LAWN BOWLING, HORSE SHOES, CURLING, TABLE TENNIS, TAI CHI, YOGA/FITNESS.

1 day in length:	\$	10.00
1-3 days in length:	\$	15.00
Seasonal:	\$	75.00

MEDIUM/HIGH RISK SPORTS INCLUDING EVENTS UP TO 500 PEOPLE:

TENNIS, VOLLEYBALL, BASEBALL, BASKETBALL, SOCCER, SOFTBALL, TRACK & FIELD, VOLLEYBALL, SWIMMING, FIGURE SKATING, CRICKET, RACQUET BALL, SQUASH, TOUCH FOOTBALL, FLAG FOOTBALL, SKATING, T-BALL, FIELD HOCKEY, DRY LAND TRAINING, PICKLEBALL, ULTIMATE FRISBEE, DANCING, DANCE PRACTICE, DODGE BALL, BROOMBALL ICE HOCKEY (NON-CONTACT), BALL HOCKEY (NON-CONTACT), LACROSSE, FLOOR HOCKEY, ROLLER HOCKEY, TOURNAMENTS:

1 day in length:	\$	25.00
1-3 days in length:	\$	50.00
Seasonal:	\$	150.00

Special Events- up to 500 people:

DANCES, WEDDINGS, PARTIES, ETC. (NO RAVES OR ALL NIGHT PARTIES) CHILD / ADULT BIRTHDAY PARTIES, BABY & BRIDAL SHOWERS, BAPTISMS, FUNERALS, THEATRE PERFORMANCES/ RECITALS:

Event – no alcohol being served:	\$	30.00
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501 – 1100

Event – no alcohol being served:	\$	50.00
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COOKING CLASSES, MEETINGS, SEMINARS, WORKSHOPS, CHESS CLUBS, BINGO, WEIGHT LOSS CLINICS, LANGUAGE SCHOOLS AND CHURCHES:

1 time rental:	\$	5.00
Up to 4 times a month:	\$	10.00
6 months:	\$	25.00
Yearly:	\$	50.00

(i.e. 1-2 rentals monthly for 12 months)

All rates subject to 8% tax

(ANY EVENTS OVER 1,100 PEOPLE IN ATTENDANCE PLEASE REFER)

Excluded Activities: FULL CONTACT MARTIAL ARTS, KICKBOXING, BOXING, SKATE BOARDING, BMX BIKING, ICE CLIMBING, RUGBY, FOOTBALL (CONTACT), DOWNHILL SKIING

To obtain additional information on how a User Group Program can benefit your school board please contact:

Traci Decaro, B.A., CIP, CRM
Marketing and Member Services Coordinator
Ontario School Boards' Insurance Exchange
91 Westmount Rd., GUELPH, ON N1H 5J2
800.668.6724

For Internal Use only.

RATES EFFECTIVE: MARCH 1, 2010





FACILITY USER GROUP INSURANCE FAQ

School Boards are committed to community use of schools. Obtaining individual coverage in the insurance marketplace can be cost prohibitive. In our efforts to minimize costs associated with this use, we have implemented an insurance program which allows facility users, who do not have access to an insurance program, to obtain coverage in an affordable simple format.

What is General Liability Insurance?

General Liability Insurance is designed to protect a person against any legal responsibility arising out of a negligent act or failure to act as a prudent person would have acted, which results in bodily injury or property damage to another party. Any individual involved in your activity can claim damages as a result of an injury. Even though you may not be negligent in your actions, defence costs alone can be financially devastating. This policy will provide protection for both legal defence costs and any compensatory damages that may be awarded, subject to the limits and conditions of the policy. Transferring your risk to an insurance policy provides you the opportunity to run your activity with peace of mind.

Who needs coverage?

Any group who does not have access to an insurance program such as a Provincial Sport Association, National Sport Association, Service Club etc.

How do we apply for coverage?

Please contact the School Board permit office in your area.

What activities are covered?

Activities which are disclosed on your permit application are covered for the time and date referenced on this permit only. If there are any changes in your activity you must advise the office where your permit was obtained. Coverage is only in effect while using the facilities of the School Board.



SPECIAL PROVISIONS

There are extensions of coverage over and above what is provided by the Bodily Injury and Property Damage as previously outlined. These extensions are provided due to the nature of the activities association with community use of schools. To help you better understand, we have provided definitions below.

Participant Liability

For sports related activities, injury to participants is usually excluded under a general liability policy. This program extends the liability to protect you in the event a participant in your activity is injured and claims negligence.

Personal Injury Liability

This extension is provided to protect you in the event of oral or written publication of material that slanders or libels a person or organization, excluding any advertising material.

Tenants Legal Liability

This extension provides coverage for property damage to premises rented to you or occupied by you. There is no coverage for property damage that is expected or intended by the insured.

Incidental Medical Malpractice

This extension provides coverage for the failing to render, or rendering of medical services, or the furnishing or dispensing of drugs or supplies. Any individual engaged in the business or occupation of providing these services is not covered under this extension.

If you have further questions on this program, please contact the School Board permit office.

The information contained herein is for information purposes only and in no way constitutes a legal contract and does not bind any of the described coverage. It is intended only to provide basic details of coverage that are fully described in Master Policy No. LL07068

LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2023 NOV 14
Report No. 108-23

TO THE CHAIR AND MEMBERS OF
THE BOARD ADVISORY COMMITTEE - Public Session

RE: APPROVAL OF APPOINTMENT TO THE SPECIAL EDUCATION ADVISORY
COMMITTEE

1. Background

- 1.1 According to Reg. 464/97 of the Education Act, the Board must establish a Special Education Advisory Committee (SEAC).
- 1.2 Membership on SEAC is determined by the regulation:
 - no more than 12 representatives and alternate representatives of local associations that operate within the area of jurisdiction of the Board;
 - two trustees and two alternate trustees; and
 - one or more additional members who are neither representatives of a local association nor members of the Board or another committee of the Board.
- 1.3 At the Inaugural Board Meeting on November 15, 2022, Lakehead District School Board (LDSB) approved nine representatives from local associations/organizations for membership and four alternates, as well as two community representatives and one alternate representative to SEAC for the next four-year term.
- 1.4 The Special Education Advisory Committee is committed to collaborating with community partners by “enhancing communication through the strengthening of community relationships”.

2. Situation

- 2.1 Childrens Centre Thunder Bay has submitted a replacement nomination for the appointment of Scott McBean as a SEAC representative.
- 2.2 Childrens Centre Thunder Bay is a partner with LDSB and is an asset to SEAC.

RECOMMENDATION

The Board Advisory Committee recommends the approval of the following motion,

“That Lakehead District School Board approve the appointment of Scott McBean as a replacement member to the Special Education Advisory Committee representing Childrens Centre Thunder Bay, for the term ending November 30, 2026, as outlined in Report No 108-23”.

Respectfully submitted,

MICHELLE PROBIZANSKI
Superintendent of Education

SHERRI-LYNNE PHARAND
Director of Education