

STUDENT SERVICES	6000
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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.
- 2.3 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.
- 2.4 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, this only applies to day field trips.
- 2.5 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.
- 2.6 Risk assessment is a systematic process of evaluating the potential risks that may be involved in a projected activity or undertaking.
- 2.7 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 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 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 7010 Police Records Check Policy. The process for collection of PRCs for volunteers is outlined in the Volunteer 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 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 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.
- 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).

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- 3.8 In approving a field trip, the principal shall consider the following factors before giving their consent:
- 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.
- 3.9 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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3.10 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;
- 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.

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

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

3.13 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.

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 ratios as outlined in 3.3. For example, for an overnight field trip where travel by bus is 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.

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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 Supervisors must ensure that appropriate first aid supplies are available.
- 4.7 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.
 - 4.7.1 The original will be retained at the school and a copy carried by the supervisor.
 - 4.7.2 Supervisors must be fully aware of and prepared for handling student prevalent medical conditions.
 - 4.7.3 Supervisors must have a safety action plan in place prior to the trip for addressing student prevalent medical conditions.
- 4.8 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.
- 4.9 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.
- 4.10 Supervisors must ensure that all participants in outdoor activities have proper clothing, footgear, and equipment.
- 4.11 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.

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- 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 taking 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).
- 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.

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- 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.
- 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.

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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).

7. Water Based Activities Including Canoeing Trips

7.1 All activities on or in the water require a higher level of scrutiny.

7.2 Extended field trips involving canoeing are limited to students who have completed Grade 6.

7.3 OPHEA distinguishes between pool swimming and lake/pond/river swimming. Supervising teachers must clearly indicate the environment in which the swimming will occur.

7.4 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.

7.5 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.

7.6 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.

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- 7.7 All participants in 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.
- 7.8 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.
- 7.9 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.
- 7.10 Route planning should reflect the knowledge and experience of the participants. At least one supervisor must have travelled the proposed route.
- 7.10.1 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.
- 7.10.2 No white water or fast current shall be attempted.
- 7.11 Supervisors must be aware of weather predictions and conditions and take appropriate precautions.
- 7.12 OPHEA & Ontario Safety Guidelines regarding canoe trips must be followed in planning canoe trips.
- 7.13 In order to take students canoeing, supervisors need a minimum certification of an Ontario Recreational Canoeing and Kayaking Association (ORCKA) Basic Instructor.
- 7.14 In order to take students on a canoe trip, one supervisor or instructor must have Wilderness 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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8. International Educational Trips

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

8.1.1 birth certificate;

8.1.2 visa/passport;

8.1.3 immunization;

8.1.4 medical history of participants;

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

8.1.6 status card (as appropriate).

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

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

8.2.2 knowledge of customs regulations.

8.3 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.

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.

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- 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.

10. Transportation

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

10.2 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.

10.3 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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14. 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		Bill 193 Rowan's Law (Concussion Safety), 2018
3092 Privacy and Information Management		Bill 20 Ryan's Law, 2015 – Ensuring Asthma Friendly Schools
7010 Police Records Check Policy and Procedure		Bill 3 Sabrina's Law, 2005 – An act to protect anaphylactic pupils
8091 Use of Volunteers in Schools Policy and Procedure		
Volunteer Practices Supervisors Manual		
OPHEA Curricular Supports		
Ontario Safety Guidelines ORCKA Certification	<u>Date Revised</u> April 28, 2009 April 26, 2016 November 28, 2023	
8074 Student Concussion Management Policy and Procedures		
6065 Prevalent Medical Conditions Policy and Procedures		
6061 Administration of Oral Medications Policy and Procedures		