



TITLE: STUDENT TRAVEL/FIELD TRIP POLICY

1.0 Rationale:

Excursions both within and outside the jurisdiction of District School Board Ontario North East have significant educational benefit in extending the learning experiences of students, and enriching school life.

2.0 Definitions:

Field Trip

A field trip is an off-site curriculum-oriented trip for students that is organized and supervised by teaching staff. These off-site trips may take place within Canada or internationally.

Students or staff will not be engaged in field trips that require travel time that would be too lengthy for the age of the students involved; require inordinate expense or excessive absence from school; where safety measures have been deliberately removed; or involve prohibited activities.

Students (Eligible)

An eligible student is one that has met all the class/school requirements as outlined by the teacher and/or the principal. A student may not participate in an off-site field trip unless the student is enrolled in a sponsoring or participating school, and is part of the class or group taking part in the off-site activity.

3.0 Policy:

District School Board Ontario North East recognizes that there is educational advantage in properly organized and well planned field trip experiences. These educational experiences must take place within a context that provides equity of access to opportunity within each school and which ensures the safety and security of all students, staff and volunteers involved.

PROCEDURES:

1. APPROVAL/FIELD TRIP INFORMATION

The school principal will submit the appropriate information to his/her superintendent when required within the timelines prescribed (Appendix A).

2. INFORMING THE PARENT/GUARDIAN

The principal will notify in writing the parent/guardian of the specifics of all school field trips and/or excursions outside the community or overnight (Appendix B).

3. REQUIRED WRITTEN CONSENTS

The principal will ensure that a written consent has been received prior to the actual departure of the students (Appendix B).

4. APPROVAL/FIELD TRIP INFORMATION

- ✓ Application is to be made through the principal to his/her superintendent for any student travel activities outside the community or overnight (Appendix A). Routine sports or extracurricular travel at the secondary level listed in the principal's weekly memo with the names of participants and filed with the Regional Superintendent of Schools will preclude the use of the application form
- ✓ Extracurricular travel falling on designated professional learning days may occur with prior approval of the Regional Superintendent.
- ✓ Requests for travel must be made within the timelines provided below.
- ✓ All exceptions to this timeline will be reviewed on an individual basis and may not be approved if exceptional conditions do not exist. The following timelines for application shall be observed:
 - ✓ within Ontario - 1 month prior to the trip;
 - ✓ within Canada - 3 months prior to the trip;
 - ✓ outside Canada – 10 months prior to the trip;
- ✓ School programs requesting travel outside of the Board jurisdiction are subject to approval by the Director or designate. If travelling out of province or country, medical and travel insurance must be purchased. Criteria for approval of school programs requesting travel shall include:
 - ✓ an assessment of involved or potential risks;
 - ✓ inclusion of teacher supervisor(s);
 - ✓ link to an existing approved school program or club;
 - ✓ ability to demonstrate an enhanced opportunity for educational growth.
- ✓ Excursions or travel not approved by the Director or designate are not endorsed, funded, or affiliated with District School Board Ontario North East. District School Board Ontario North East absolves all responsibilities of such trips.
- ✓ In all cases of travel, District School Board Ontario North East is absolved from all liability or additional costs incurred as a result of cancellations, delays, or postponements unless as specified in the bullet *Within Province and Board Funded Transportation and Inclement Weather*.
- ✓ Field trips that involve high costs and where there is a possibility that they may be cancelled are to have travel cancellation insurance.

5. INFORMING PARENTS/GUARDIANS

- ✓ When pupils are to be taken from the confines of school property on a field trip or excursion lasting longer than the school day or outside the community, it shall be incumbent upon the teacher and principal to notify the parents/guardians in writing of:
 - ✓ the education philosophy for taking the trip;
 - ✓ details of supervision, schedules, itineraries, meal arrangements and any additional costs that could be incurred by the pupils;
 - ✓ the applicable rules for safety and proper conduct during the trip;
 - ✓ the rights of the school supervisors to ensure safe supervision;
 - ✓ the right of the parent to deny his/her child's participation;
 - ✓ the right of the parent/guardian to identify special dietary considerations (for religious or medical reasons).

6. REQUIRED WRITTEN CONSENTS

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

7. CONSENT FOR AQUATIC ACTIVITIES

- ✓ There shall be no swimming on field trips or excursions unless life guards are on duty and only then when participants have presented **explicit** written permission from the parent/guardian to the teacher(s) in charge.
- ✓ Pupils may only participate in trips involving boating when **explicit** written permission of the parent/guardian is on file in the school office, and it is a requirement for participation that life jackets, as approved by Transport Canada, are worn by pupils in such boats except on licensed commercial passenger vessels.

8. SUPERVISION

Out of community or overnight travel - adequate supervision, **that includes a teacher and/or Principal**, must be provided to ensure the safety and well-being of all participants.

There must be same-sex chaperones on field trips that are overnight. Same-sex chaperones must be in attendance for room checks.

The principal will ensure that the supervisors/teachers-in-charge understand that they are expected to supervise for the duration of the field trip, upholding and enforcing the rules of the school and the requirements of the school code of conduct

9. FINANCING

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

10. WITHIN PROVINCE AND BOARD FUNDED TRANSPORTATION AND INCLEMENT WEATHER

- ✓ An insurance rider shall be provided by the insured for the occasional and infrequent use by the insured of his/her personal automobile for the transportation of children to or from school or school activities conducted within the education program.
- ✓ A copy of the insurance rider shall be on file with the principal prior to departure and the driver of such vehicles shall be a person (principal, teacher, parent) of at least 18 years of age and hold a valid driver's license.
- ✓ All vehicles used for student travel must be equipped with snow tires or industrial snow-rated tires commencing on the first day of November and all days up to the last day of April.
- ✓ While travelling within province on board funded excursion, if hazardous weather conditions cause a teacher supervisor to decide to remain off the road for an extra night, parents will be notified by telephone through the principal and the cost of overnight accommodations and food will be reimbursed by District School Board Ontario North East.
- ✓ Travel will not commence if hazardous weather conditions and/or weather warnings (as reported through Ontario Ministry of Transportation and/or Ontario Provincial Police and/or Environment Canada) exist and warrant the cancellation of school buses in any area intended for travel. In the event that conditions change, and acceptable travel conditions (as reported

through Ontario Ministry of Transportation, OPP and Environment Canada) prevail, travel may commence after consultation with Regional Superintendent.

- ✓ The teacher supervisor is responsible for adhering to policy, and expected to confirm safe travel conditions through to the intended destination whenever travel is planned by conferencing with the Transportation Officer and/or utilizing an appropriate transportation authority such as those listed below.
- ✓ The following websites can be used to check weather and road conditions:

Ministry of Transportation

<http://www.mto.gov.on.ca/english/traveller/trip/map.shtml?ll=47.848746,-81.805468&z=7>

Road Conditions Weather Information Network

<https://www.theweathernetwork.com/roads-and-travel/highway-condition/list>

Environment Canada

http://www.weatheroffice.gc.ca/forecast/canada/index_e.html?id=ON

11. MEDICAL INFORMATION

The principal will ensure that accurate medical information has been requested from parents and that staff members and chaperones have been informed when appropriate (Appendix C). For information regarding travel with an anaphylactic student, please refer to Section 3 of the Anaphylaxis Resource / Procedures document attached to the Health Support Services Policy.

It is the responsibility of the parent/guardian or the adult student to inform the teacher responsible for the excursion aware of any medical and/or dietary problem the student may have which may require special consideration. It is also the parent/guardian or adult student's responsibility to inform the teacher of any prescribed or other medication the student will or may have to have administered or self-administered during the excursion. The teacher and the principal will have available a copy of all student health card numbers.

12. Risks Inherent In Physical Activity

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

13. Special Arrangements

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



DISTRICT SCHOOL BOARD ONTARIO NORTH EAST

FIELD TRIP INFORMATION

School		Date Submitted	
Timelines and Process for Approval of Activities Outside the Community or Overnight			
<input type="checkbox"/> within Ontario	one month prior to the trip	Superintendent's Approval	
<input type="checkbox"/> within Canada	three months prior to the trip	Superintendent's Approval	
Student Group Participating			
➤			
Grade(s)		Number of students	
Teacher/Supervisor in Charge		➤	
		➤	
Other Teachers/Supervisors (Note: all volunteers on overnight trips must have a VSS on file in the school office)		➤	
		➤	
		➤	
		➤	
Destination			
➤			
Transportation and Accommodations			
Departure	Date	Time	
Return	Date	Time	
Place of Accommodation (if overnight)		Telephone:	
➤			
Method of Transportation			
Agency/Company			
Funding			
Total Cost	\$		
Source(s) of Income		➤	
		➤	
*All Aquatic Activities must follow Policy 2.1.1 as outlined in Procedure 11 including:			
<ul style="list-style-type: none"> • Specific written permission is granted • Swimming - Qualified life guard(s) on duty 			

Purpose of the Trip (objectives)

➤
➤
➤
➤
➤
➤
➤
➤
➤

Itinerary

➤
➤
➤
➤
➤
➤
➤
➤
➤
➤
➤
➤
➤
➤

More detailed itinerary attached	<input type="checkbox"/> Yes	<input type="checkbox"/> To Follow	<input type="checkbox"/> Not Required
----------------------------------	------------------------------	------------------------------------	---------------------------------------

Signatures

For Trips within Canada

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

Routing: ➔ Supervising Teacher ➔ Principal ➔ Superintendent's Office



SCHOOL FIELD TRIPS & EXCURSIONS PARENT/GUARDIAN CONSENT TO PARTICIPATE

School: _____ Date: _____

Teacher in Charge: _____

Name of Field Trip: _____

Date(s) of Field Trip: _____

Re: _____

Child's name (please print)

Special medical needs are outlined below:

My child carries an Epi-pen for an allergy to: _____

Special dietary needs/allergies are outlined below:

Name of Parent/Guardian (please print): _____

Daytime Contact Number: _____ Cell Number: _____

E-Mail address: _____

I understand the details of the field trip and the expectations outlined in the Field Trip Rules & Regulations. I hereby give permission for my child named above to participate in this field trip.

Signature of Parent/Guardian

Date

Swimming is NOT part of this field trip.

Swimming is an activity included in this field trip. I hereby give specific permission for my child to swim and understand that a qualified life guard(s) will be on duty during this activity.

Signature of Parent/Guardian

Date

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

FIELD TRIP/ RATIONALE/EXCURSION ITINERARY:	
➤	
➤	
➤	
➤	
➤	
➤	
➤	
➤	
➤	
➤	
➤	
➤	
➤	
➤	
➤	

More detailed itinerary attached Yes To Follow Not Required

SUPERVISORS:	
➤	
➤	
➤	
➤	
➤	
➤	

ACCOMMODATIONS:	
➤	
➤	
➤	

STUDENT COSTS	
<input type="checkbox"/>	There are no student costs on this field trip; OR
\$	➤
\$	➤

FIELD TRIP RULES & REGULATIONS

1. Students are expected to behave at all times in keeping with what is considered common courtesy and common sense. Students shall comply with the rules of the school and the requirements of the school's student code of conduct and provincial code of conduct (Safe Schools Policy).
2. Students are subject to the authority of the designated chaperones at all times and in all matters. The teacher is in loco parentis during the trip; all places the excursion visits are the 'school' for the duration of the field trip and for the purpose of the school's authority.
3. Students shall take part in all activities that are planned for the group.
4. The consumption of alcohol or the use of drugs on all school trips is prohibited.
5. Students shall be available for room check at the time designated by the chaperone(s).
6. Buses will leave at the times designated by the chaperones. It is unreasonable to ask buses to be held any longer than 15 minutes.
7. Parental permission for all trips will be necessary for all students.
8. The parent agrees that the teacher may require that the students' room, bags, etc., be made available for inspection where the teacher has reason to believe that any rule has been violated.
9. Failure to comply with or breach of rules will result in the student immediately being sent home at the parent's expense.



DISTRICT SCHOOL BOARD ONTARIO NORTH EAST

STUDENT MEDICAL HISTORY FORM

**NOTICE TO
TEACHER**
Please read
carefully

This form must be completed and signed by the parent or guardian of every student participating in overnight trips and on school teams. Students over 18 years of age may complete and sign their own form. Some of the information requested may have to be obtained from your doctor or pharmacist.

STUDENT'S NAME _____ DATE OF BIRTH _____

PARENT'S/GUARDIAN'S NAME _____

ADDRESS _____ PHONE NO. _____

ONTARIO HEALTH CARD NO. _____ FAMILY DOCTOR _____

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

YES

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

1. (a) Does the student suffer from air-sickness, car-sickness, allergies, chronic bronchitis, heart disease, diabetes, epilepsy, or any other physical ailment? ----- YES

(b) If yes, please state in detail. _____

(c) The student may require an injection of **epinephrine** in case of a severe allergic reaction. ----- YES

NOTE TO PARENTS: An epinephrine auto-injector with a current expiry date, as prescribed by a physician, must accompany the child at all times.

2. (a) Has the student undergone any surgery? ----- YES

(b) If yes, please give particulars. _____

3. (a) Is the student at present taking any kind of medication, (including aspirin)? ----- YES

(b) If yes, please state nature of medication, how administered, and number of times per day. (An adequate supply must be provided for the duration of the trip). _____

4. (a) Do you know of any reason whatsoever that may cause this student not to participate in school trips, sports or other activities? ----- YES

(b) If yes, please give details. _____

Student Travel/Field Trip Policy – APPENDIX C

5. (a) Is the student prevented or not allowed to eat certain foods?----- YES

(b) If yes, please state which food(s) in detail: _____

6. (a) Is the student on any special diet?----- YES

(b) If yes, please give particulars. _____

7. Is the student allergic to:

(a) Penicillin?----- YES

(b) Tetracycline?----- YES

(c) Sulpha Compounds?----- YES

(d) Any Other Drugs? (Please state)----- YES

8. Is the student dependent on glasses/contact lenses?----- YES

State which: _____

9. Is the student allowed a blood transfusion? ----- NO YES

10. Other special considerations.----- YES

Provide Details: _____

PLEASE NOTE:

If any of the above-stated information changes before the excursion commences (or the sport season finishes), please notify the teacher in charge.

=====

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

Signature of Parent/Guardian

Date: _____

Signature of Student