



Huron-Superior Catholic District School Board

PROCEDURAL GUIDELINES FIELD TRIPS

DEFINITIONS AND DETAILS

Competitive Extracurricular Field Trip – Any excursion which occurs during the school year and beyond the school’s municipal jurisdiction, which involves students representing their school / board at athletic or other recognized tournaments or competitions. Examples include, but are not limited to, robotics competitions, elementary basketball tournaments, NOSSA and OFSAA championships, music and drama festivals, and dance competitions. Such trips require the approval of the School Superintendent. **See Form A.**

Extended Field Trip – Any excursion, of no more than ten days, which occurs during the school year and requires students to sleep in a place other than home. This trip may occur during any term in which school is in session (e.g., summer school), and may occur within or beyond the school’s municipal boundaries. Examples include, but are not limited to, trips to overseas locations, Grade 8 graduation trips to Toronto, secondary school English trips to Stratford, and overnight trips to St. Kateri Outdoor Learning Centre for all schools. Such trips require the approval of the Board of Trustees. For trips beyond the board’s jurisdiction, approval must be obtained by no later than January 31 of any given year. Should an approved, extended field trip have to be cancelled, the Director of Education/Board must be notified prior to the cancellation, citing reasons. Please note that approval for such field trips must be obtained before fundraising efforts begin. **See Form B.**

Local Field Trip – Any excursion that occurs during the school day and within the school’s municipal boundaries. Examples include, but are not limited to, school masses, local cultural events, and community athletic events. Such trips require the approval of the School Principal.

Out-of-Town Day Trip – Any excursion that occurs outside the school’s municipal boundaries and does not require students to sleep in a place other than home. Examples include, but are not limited to, day trips to Science North, pow-wows in other communities, and St. Kateri Outdoor Learning Centre (for northern and eastern schools). Such trips require the approval of the School Superintendent. **See Form C.**

Volunteer Driver – Any person who transports students to a field trip in a vehicle other than a commercially-licensed vehicle, such as a school bus. Examples include, but are not limited to, parents, community members, and employees of the board. Students may NOT be volunteer drivers. **See Form F.**

GENERAL

The items below pertain to ALL field trips.

1. At least one adult staff member must accompany the group.
2. One adult staff/chaperone is required for every ten students. (For extenuating circumstances, familial support may be required.)
3. **A staff member or chaperone shall not consume alcoholic beverages, cannabis, or illegal drugs at any time while on a field trip.**
4. **While on a field trip, students are NOT allowed to use alcohol, tobacco, cannabis, or illegal drugs.** This rule applies to all students, including those who have reached provincial legal age requirements.
5. Should it be necessary to return a student to the school / home prior to the completion of a field trip, arrangements must be made with the parent or guardian. No student is to be sent home until sending and receiving arrangements had been made with the parents, ensuring the safe transport and receipt of the student. Arrangements and costs incurred shall be the responsibility of the parent or guardian.
6. All students must have out of province/country medical insurance for field trips which require travel outside the province/country.
7. Parents and guardians are to be informed of all field trips. The notice must contain at least the following information: destination, date and time of the visit, means of transportation, supervision being provided, activities, and purpose of the visit.
8. A signed Informed Consent Form from all parents/guardians of students who are participating, prior to departure is required. **(See FORM D.)** For local field trips only, where written parental permission is not possible, principals may accept verbal parental consent; documentation should include the date, time, and means of communication, as well as the persons involved in the conversation. For all other field trips, written parental permission is required.
9. Responsibility for costs of extended field trips lies with the parent and possible fundraising efforts, in collaboration with the school. Approval for field trips must be obtained before fundraising efforts begin. Field trip participants and/or their parents are strongly advised to purchase cancellation insurance. The Huron-Superior Catholic District School Board is not liable for any costs for field trips that are cancelled, for whatever reason.

10. In planning, principals must be sure to communicate that any cost for an occasional teacher required is to be covered by fundraising. French-as-a-Second Language teachers, arts teachers and Learning Resource Teachers (LRTs) are not to be assigned for coverage of other teachers participating in the field trip. The cost of any supply teacher to cover a principal, vice-principal or other teacher participating in a field trip must be covered by fund-raising.
11. Where transportation is required (i.e., the destination is not within walking distance and/or the weather is prohibitive), school buses or public transportation should be used.
12. In the event that school buses or public transportation are not used, a “Volunteer Driver – Authorization to Transport Students” form (**See FORM H**) must be signed. Copies of the driver’s license, insurance, and criminal background check must be provided.
13. No field trip shall be taken in any vehicle that is not properly licensed by the Ministry of Transportation. The driver of such vehicle must also be properly licensed by the Ministry of Transportation. It is incumbent upon the drivers of all vehicles to ensure their vehicles are in safe, working order before embarking on a field trip. **Under no circumstances are students to drive other students.**
14. Teachers are encouraged to consult and complete Appendix 1 – Teacher Checklist.

WATER ACTIVITIES

Water activities will be permitted only in accordance with the following procedures:

1. Approval, in writing, must be received from the Director of Education before any class or group of students takes part in any water activities.
2. The application form to take part in water activities must be completed and returned to the Director of Education (**See FORM E**). If approved, a copy of the application, signed by the Director, shall be returned to the teacher.
3. Any water activity must have the same standard of qualified supervision as is practiced by the Y.M.C.A and the Community Pool. The standard of supervision is as follows:
 - a) Life Guards Possessing Bronze Cross Certification:

1 guard to	1-25 students
2 guards to	26-75 students
3 guards to	76 –150 students
4 guards to	151-250 students
 - b) Life Guards Possessing National Life Certification

1 guard to	1-30 students
2 guards to	31 – 100 students
3 guards to	101 – 200 students
4 guards to	201 – 300 students

4. Unless the life guards have either Bronze Cross or National Life Certification, no water activities may occur. The ratio of life guards to students must be maintained as per the above schedule. Teacher(s) and additional adult supervisors must be present during the water activities to help supervise the students.
5. If the standard of supervision is not present, no water activities shall be allowed, regardless of parents/guardians giving their permission to take part in water activities. At school-sponsored functions or trips, the Board's procedures supersede parental permission.
6. For canoe / kayak activities, the instructor must have Paddle Canada Level 2 Skills and Flatwater Instructor (or ORCA equivalent) for basic instruction and single day trips, in relatively calm conditions only. Additional guides / instructors could possess Level 1 or 2 skills while the class remains under the supervision of the lead instructor. The instructor also must have Wilderness Advanced First Aid (or equivalent). Bronze Cross / National Lifesaving provide adequate equivalent training for day trips where EMS is available. The ratio of supervision is one guide / instructor for every six students. A detailed plan must be provided to the director with **FORM E** when requesting permission. Detailed float plans must be provided to instructors, parents, chaperones, and principal or designate. All equipment must be evaluated and approved prior to departure. Students must wear PFD's at all times and proper seasonal attire. All relevant laws and policies must be followed.

WINTER SPORT ACTIVITIES

Skiing and Snowboarding

1. Ski excursions are approved only for the ski resorts who are members of the Ontario Ski Resort Association (OSRA). A list of these resorts is available on OSBIE'S website ([http://www.osbie.on.ca/.](http://www.osbie.on.ca/)) Further skiing information is provided by the resort.
2. All ski/snowboarding excursions or trips that include skiing/snowboarding as part of the trip agenda must follow the OSBIE (Ontario School Boards' Insurance Exchange) Safety Guidelines Manual for Ski and Snowboard Education Programs. Current copies are available on OSBIE's website.
3. Teachers and principals must refer to the current Physical Education Safety Guidelines – Elementary and Secondary – Curricular (OPHEA) as a further reference to ski/snowboarding. The testing and grouping of students by ability, and the lesson component are required by the Physical Education Safety Guidelines and the OSBIE/OSRA Manual. The Physical Education Safety Guidelines put a further

restriction on the use of snowboards – by permitting only those students identified by a qualified ski/snowboard instructor to use the boards.

Skating

1. Students must wear CSA approved hockey helmets, properly fitted skates, and gloves or mitts.
2. Skates must be transported safely.