

Date of Issue January, 2023

Original Date of Issue September 1, 1984

Subject **FIELD TRIPS**

References

- [Policy 3250 - Volunteers in Schools](#)
- [Policy 4320 – Fundraising](#)
- [Policy 4430 – Field Trips](#)
- [Ontario Physical Activity Safety Standards in Education \(OPASSE\)](#)
- [Code of Behaviour and Ontario Regulation 298, Section 23](#)
- [Simcoe County District School Board Code of Conduct](#)
- [APM A1420 – Management, Response and Administration of Medication to Students with Life-Threatening and Non-Life-Threatening Medical Conditions](#)
- [APM A2500 – Purchasing Procedures](#)
- [APM A2600 – School Generated Funds](#)
- [APM A2620 – Field/Co-Curricular Trips - Arranging and Paying for Transportation](#)
- [APM A5410 – Injuries to Students and Non-Employees](#)
- [APM A7220 – Volunteers in Schools](#)

Contact Business Services; School Services

Contents	Page
Item 1 Purpose	3
Item 2 Definitions	3
Item 3 Guidelines	3
Item 4 Responsibilities	5
Item 5 Approvals	6
Item 6 Financing.....	7
Item 7 Risk Management	7
7.1 General Information.....	7
7.2 High Risk Activities	8
7.3 Approved Field Trip Vendors	9
Item 8 Student Conduct	9
Item 9 Student Participation	10
Item 10 Consent	10
Item 11 Supervision	11
APPENDIX A Athletic Trips	12
APPENDIX B Day Trips	14
APPENDIX C In Province/Overnight Travel	16
APPENDIX D National/International Travel	18
APPENDIX E High Risk Activities	20
FORM A1061 - 1 Field Trip Plan	24
FORM A1061 - 2 Overnight/National/International Field Trips Consent	25
FORM A1061 - 3 Request for Approval of All Overnight Field Trips	26
FORM A1061 - 4 Checklist for Approval for Field Trips	27
FORM A1061 - 5 Individual Early Departure/Late Entry Consent	28
FORM A1061 - 6 Volunteer Transportation Authorization.....	29
FORM A1061 - 7 High Risk Consent	30

FORM A1061 - 8 Standard Consent	31
FORM A1061 - 9 Athletic Consent/Blanket Permission	32
FORM A1061 - 10 Water Activity Compliance	34
FORM A1061 - 11 Field Trip Cash Voucher	35
FORM A1061 - 12 Contingency Planning – Transportation	36
FORM A1061 - 13 Parent/Guardian Information Session Checklist	37

1. Purpose

The Simcoe County District School Board (SCDSB) recognizes that there is significant educational value in properly organized and well-planned student field trips. Field trips are board-approved educational experiences which enhance the school program and take place away from school property. These experiences should broaden students' knowledge and enhance skills required within the curriculum expectations and may expand the opportunities within a co-curricular program.

2. Definitions

- 2.1 **Field Trip** - an off-site excursion for students. Field trips enhance learning, and are organized and supervised by staff members.
- 2.2 **Athletic Trips** - extra-curricular team travel to sporting events or tournaments that are one day or more in duration (APPENDIX A).
- 2.3 **Community Walk** - school outings/walks to public locations with close proximity to the school covered by the blanket annual permission form.
- 2.4 **Day Trips** - single day travel, not including community walks, with the purpose of enhancing curricular programming that does not exceed one day or require overnight accommodation (APPENDIX B).
- 2.5 **In Province/Overnight Travel** - travel within Ontario (including the National Capital Region), involving at least one overnight stay, with the purpose of enhancing curricular programming (APPENDIX C).
- 2.6 **National/International Travel (Outside Ontario)** - any travel outside the Province of Ontario with the purpose of enhancing curricular programming (APPENDIX D).
- 2.7 **High Risk Activity** - an activity that exposes students to a higher possibility of injury, e.g. canoeing and downhill skiing (APPENDIX E).
- 2.8 **Eligible Student** – a student who meets all academic, behavioural and prerequisite requirements and demonstrates the skill level required for participation in specific activities involved on a field trip.

3. Guidelines

Trips arranged for students outside the school program are not the responsibility of a school or the SCDSB and shall be treated as community activities (e.g. private March Break or sports excursions). Instructional time shall not be devoted to the preparation or planning of such events and no announcement or advertising shall be done in the school. If schools become aware that groups have organized for such purposes, parents/guardians shall be informed by the principal that the trips are not sponsored by the SCDSB, and that the board accepts no responsibility whatsoever.

- 3.1 General
 - 3.1.1 All curricular field trips will relate directly to the expectations as stated in the appropriate Ontario Ministry of Education curriculum document.
 - 3.1.2 Overnight field trips require the pre-approval of the superintendent of education, and possible review of Corporate Risk.

- 3.1.3 All overnight field trips must be approved by the superintendent of education, unless they are visiting an approved field trip provider location (i.e. Ontario Camps).
- 3.1.4 For field trips extending beyond three days, consideration must be given to extending the trip into a weekend or holiday, to reduce the impact on instructional periods not related to the field trip.
- 3.1.5 Field trips **will not exceed five instructional days**, unless tied to an SCDSB credit bearing course, with superintendent approval.
- 3.1.6 Field trips enhance school curriculum and co-curricular programs and the benefits to the participants outweigh the disadvantages of missing other aspects of the school program. Field trips are extensions of the school program. In order to allow time for curriculum follow-up, field trips should be completed by the **second week of June**.
- 3.1.7 Policy 4430 - Field Trips, and related administrative procedures, must be reviewed annually with staff.
- 3.1.8 Prior to October 30 annually, principals and their staff will develop and submit for approval a field trip plan, in consultation with school council (FORM A1061 - 1).
- 3.1.9 Planning requirements outlined in Policy 4430 - Field Trips herein must be met before approving or requesting approval for field trips (FORM A1061 - 4).
- 3.1.10 All field trips are appropriate to the age, maturity, experience, health, skill, physical abilities, emotional capabilities, and exceptionalities of those students eligible to participate.
- 3.1.11 Appropriate preparation through the regular classroom program and/or other activities and follow-up activities are part of the field trip experience.
- 3.1.12 The adverse effect on program by the absence of their teacher(s) for non-participating students is minimized.
- 3.1.13 Preference for field trip destinations is given to locations in Ontario. National and international locations shall only be considered when it can be demonstrated that the objectives cannot be met in Ontario.
- 3.1.14 Safety, economy and comfort are considered when selecting an appropriate method of travel.
- 3.1.15 For all field trips, parents/guardians are informed, in writing, of the dates, objectives, itinerary, student involvement, staff involvement, supervision arrangements, behaviour expectations, including possible consequences for student conduct, financing, foreseeable risks, and special skills required.
- 3.1.16 Trips exceeding three days, or leaving the country, must include a pre-trip parent/guardian meeting. FORM A1061 - 13, Parent/Guardian Information Session Checklist, must be completed at the pre-trip meeting for all trips exceeding three days.
- 3.1.17 Staff planning field trips shall consult with the principal, resource staff, students and parents/guardians to ensure students requiring medical or other specialized supports are appropriately accommodated, as required (APM A1420 - Management, Response and Administration of Medication to Students with Life-Threatening and Non-Life Threatening Medical Conditions).
- 3.1.18 Staff will not benefit financially, or through attainment of goods or services, from the organization or planning of field trips (APM A2500 - Purchasing Procedures).
 - 3.1.18.1 Staff or volunteers supervising/chaperoning can accept a full or partial subsidy towards the cost of their trip.
 - 3.1.18.2 Any adult who is going on the trip in a non-supervisory role is NOT to receive any subsidy.

- 3.1.19 Field trips are planned with pre-approved vendors. Refer to the Vendors of Record section on the Purchasing Department's page on the Staff Web and APM A1061, item 7.3 - Approved Field Trip Vendors.

4. Responsibilities

- 4.1 The superintendent of education shall:
 - 4.1.1 support the implementation of Policy 4430 - Field Trips;
 - 4.1.2 authorize all overnight field trips excluding those using approved field trip provider locations that meet all field trip criteria; and,
 - 4.1.3 modify, cancel or terminate a field trip if the activity cannot proceed safely.
- 4.2 Principals shall:
 - 4.2.1 review all overnight field trips to ensure that they meet all field trip criteria prior to submission;
 - 4.2.2 provide initial approval for all overnight field trips and submit applications (FORM A1061 - 4) to the superintendent of education;
 - 4.2.3 ensure staff organizing field trips exceeding three days have scheduled the trip over a weekend or holiday, to reduce the impact on instructional periods not related to the field trip;
 - 4.2.4 ensure that if there is a potential for a rain/weather date change, both dates appear on either the High Risk Consent form (FORM A1061 - 7) or Standard Consent form (FORM A1061 - 8);
 - 4.2.5 ensure that the field trip meets approval and supervision criteria (review all Ontario Physical Activity Safety Standards in Education [OPASSE] guidelines, waivers, contracts, and insurance policies) and contact the Corporate Risk Department for clarification regarding waiver or contract wording as required;
 - 4.2.4.1 principals do not have the authority to bind the board;
 - 4.2.4.2 contracts and waivers must be sent to the board to be signed by the Director of Education, or designate, to contracts@scdsb.on.ca;
 - 4.2.6 encourage parent/guardian participation in accordance with Policy 3250 and APM A7220 - Volunteers in Schools; and,
 - 4.2.7 modify, cancel or terminate a field trip, if the activity cannot proceed safely.
- 4.3 Staff shall:
 - 4.3.1 adhere to all field trip criteria;
 - 4.3.2 obtain principal approval prior to communicating details to students/parents/guardians, including student responsibilities and expectations with regard to mode of transportation and activities;
 - 4.3.3 prepare appropriate documentation, including all permission forms, swim test results (if applicable), and submit to the principal for review;
 - 4.3.4 ensure all forms are provided to and signed by the parent/guardian, and are returned to the school before departure;
 - 4.3.5 refrain from bringing their own children and/or pets on field trips. Exceptions would be made if the child is a student of the class;
 - 4.3.6 ensure lists of participating students are left in the school office;
 - 4.3.7 ensure all participating elementary students have the school name and telephone number on their person; and,
 - 4.3.8 ensure all students are accounted for and that a staff member is the last to board the plane or bus, etc.

- 4.4 Parent(s)/guardian(s) shall:
 - 4.4.1 review documents and itinerary and give permission for their child to participate in field trips;
 - 4.4.2 consider volunteering on field trips;
 - 4.4.3 accrue the cost of returning the student home as a result of conduct deemed to be injurious to their welfare or the moral tone of the group, and;
 - 4.4.4 be responsible for any additional costs incurred on the trip as a result of a student's actions or behaviour.

5. Approvals

- 5.1 Principals are authorized to approve field trips within Ontario with a duration of up to two nights that are on the pre-approved field trip provider list (i.e. Ontario Camps).
- 5.2 All overnight trips that are not on the pre-approved field trip provider list are subject to the final approval of the superintendent of education, in addition to the principal's approval. Preliminary approval must be sought and given by the superintendent prior to any sharing of information to students or parents/guardians.
 - 5.2.1 Trips exceeding three days, or leaving Ontario, must use a travel and tour operator that has been pre-approved by the board's Purchasing Department (APM A2500 – Purchasing Procedures).
- 5.3 Principals shall submit requests for approval for trips on the ~~form~~ Request for Approval of All Overnight Field Trips (FORM A1061 - 3) to the superintendent of education (excluding those using approved field trip provider locations, such as Ontario Camps). Out of province trips and trips including high risk activities must also be reviewed by Corporate Risk as follows:
 - 5.3.1 **nine months** prior to the commencement of a **proposed international** trip;
 - 5.3.2 **six months** prior to the commencement of an **outside of Ontario** trip;
 - 5.3.3 **three months** prior to the commencement of an **inside Ontario** trip; and,
 - 5.3.4 prior to any planning with students, parents/guardians and the school community.
 - 5.3.4.1 These time periods may be waived when the trip is a direct result of participation in a competition which leads to further participation.
- 5.4 Any changes to previously approved itineraries must be submitted to the superintendent of education for approval, and to Corporate Risk for review, 30 days prior to departure.
- 5.5 Field trips involving more than one school are subject to all conditions in this APM. In addition:
 - 5.5.1 the cost for replacement staff coverage shall be shared in an equitable fashion by participating schools. This distribution of cost must be explained on the Request for Approval of All Overnight Field Trips (FORM A1061 - 3);
 - 5.5.2 field trip request forms must be submitted to the superintendent of education from each participating school and must clearly designate the teacher in charge of the field trip and their school location; and,
 - 5.5.3 a complete list of all participating students, chaperones, school locations and phone numbers must be submitted to the principals of all participating schools.

6. Financing

- 6.1 Field trips of one day's duration or less, may be financed entirely, or in part, from the school's basic budget at the discretion of the principal.
- 6.2 For field trips requiring supply coverage, the incurred cost of supply teachers and educational assistants will be included in the overall cost of the field trip, or covered through internal processes.
- 6.3 Schools may undertake fundraising activities to support field trips subject to Policy 4320 and APM A2600 – School Generated Funds.
 - 6.3.1 It is recommended that staff traveling on the trip apply for a P-Card (APM A2504 – Purchasing Cards). Whenever possible, P-Card is the preferred payment method. Where cash is necessary, FORM A1061 - 11 Field Trip Cash Voucher, will be completed and approved by the principal. Included in the request will be an explanation as to why cash is required and what it will be used towards. Submit the request to the Coordinator of Accounting – School Funds a minimum of one week prior to the date of the request for pickup from the bank.
 - 6.3.2 The staff carrying the funds on the trip will be responsible to track all cash expenses. Receipts should be submitted for all expenses wherever possible. When this is not possible, FORM A1061 – 11, Field Trip Cash Voucher, must be completed. The Field Trip Cash Voucher must be signed off by two SCDSB employees who are present at the time of the transaction and authorized by the principal upon return from the trip.
 - 6.3.2.1 Upon return, the teacher is to submit the balance of the cash, all original receipts and any Field Trip Cash Vouchers (FORM A1061 - 11). The principal will review each transaction and initial each receipt/voucher indicating their approval. A summary sheet of all expenditures will be submitted to the Coordinator of Accounting – School Funds by the principal. The balance of cash will be deposited into the school's bank account.

7. Risk Management

The principal shall refer to APPENDIX E for High Risk Activities. For any High Risk Activities not listed in APPENDIX E, the principal shall call Corporate Risk who will consult with the superintendent of education, if necessary. When considering High Risk Activities (APPENDIX E), the superintendent of education shall be consulted prior to the commencement of planning, regardless of the duration of the field trip.

Principals shall ensure that all safety guideline requirements prescribed by the board and outlined by OPASSE's Safety Guidelines are known and implemented when planning high risk activities. Contact the Corporate Risk Department for information and recommendations regarding high risk activities.

The SCDSB reserves the right to cancel trips in the event of an unstable political environment, threat of war or terrorism, natural disaster, or any other dangerous condition.

- 7.1 General Information
 - 7.1.1 Students may not travel in 10 plus seat passenger vans.
 - 7.1.2 At least two lists of students and supervisors are required for every field trip:

- 7.1.2.1 one shall be kept in the school office;
 - 7.1.2.2 the other shall be in the possession of the teacher in charge of the trip.
 - 7.1.2.2.1 This list must include: student names, emergency contacts, and pertinent medical information.
 - 7.1.3 Where more than one bus or vehicle is used to transport the participants:
 - 7.1.3.1 the person in charge of each bus shall have a list of students assigned to the bus or vehicle;
 - 7.1.3.2 the school office shall retain a copy of each list.
 - 7.1.4 Students must travel on the bus or vehicle to which they have been assigned.
 - 7.1.5 When lodged in overnight accommodations, the teacher(s) in charge shall review with the participants, the evacuation plans and procedures to be followed in case of fire or other emergencies.
 - 7.1.6 In the event of school bus cancellations due to inclement weather, day trips will also be cancelled.
 - 7.1.7 For overnight field trips requiring bus transportation, schools must plan for inclement weather contingencies (FORM A1061 - 12, Contingency Planning – Transportation). Buses should not be travelling with students to and from field trips on days when regular school buses are cancelled. Please contact your superintendent of education if this situation arises.
 - 7.1.8 In the event of school bus cancellation due to inclement weather, and the school had made prior arrangements using volunteer drivers, please contact your superintendent prior to departure.
 - 7.1.9 For elementary school excursions, students must have the school name and telephone number on their person. Best practice would be using student excursion wrist bands.
 - 7.1.10 For all field trips, it is the parent's/guardian's option as to whether or not the Ontario Health Card is carried by the student. Student health card numbers will not be required for field trip participation; however, parents/guardians/students may be invited to volunteer such information in advance of the field trip, to facilitate the provision of emergency health services if necessary. Health card numbers will be protected with appropriate safeguards and will be securely disposed of following the completion of the field trip.
 - 7.1.11 Students requiring medical attention within Ontario, not carrying a health card, will be billed directly through the Ministry of Health. For students requiring medical attention outside Ontario, the Ministry of Health covers only a minimal daily fee; extended health coverage is required for such field trips.
 - 7.1.12 When creating room assignments: medical requirements, safety plans, mental health needs, gender identity, and religious and cultural identities, where known, shall be accommodated.
 - 7.1.13 Staff must use diligence in keeping student personal information secure and confidential.
 - 7.1.14 If injuries occur on field trips or at athletic team events, staff shall follow the procedures outlined in APM A5410 - Injuries to Students and Non-Employees.
- 7.2 High Risk Activities
- A high risk activity is defined as an activity where the presence of hazards result in a higher probability of an injury occurring; there is limited control over the risks that are present.

APPENDIX E - High Risk Activities, indicates which high risk field trip activities are permitted (by grade level). OPASSE is the minimum standard for any physical activity

and has been considered when approving these high risk activities. High risk activities not listed, and those identified as requiring additional attention (APPENDIX E ★), should be vetted by the Corporate Risk Department and approved by a superintendent of education.

7.2.1 Water Activities – any activities on, or in water, require a higher level of scrutiny. Refer to APPENDIX E - Water Activities. All water related activities require the submission of FORM A1061 - 10, Water Activity Compliance, with the exception of Swim to Survive programs.

7.2.1.1 A maximum of three swim test attempts is allowed per student per year. If a student is unsuccessful three times, they will not be permitted to participate in the field trip involving water related activities.

7.2.2 If a lifeguard is required, a National Lifeguard Society (NLS) certified lifeguard(s) must be engaged to participate as trip supervisor(s). Current students are not permitted to lifeguard for field trip purposes.

7.2.3 Outdoor water activities may only occur between Victoria Day weekend and Thanksgiving.

7.3 Approved Field Trip Vendors

Field trips must meet pre-approval requirements:

7.3.1 National/International travel must involve a travel and tour operator, unless an exception has been processed through the superintendent's office and Business Services.

7.3.2 Field trip locations within Ontario must appear on the Approved Field Trip Provider list, unless they qualify for an exemption (Purchasing Department web page).

7.3.3 Refer to APM A2500 - Purchasing Procedures, to insure compliance with board purchasing procedures.

8. Student Conduct

8.1 Field trips are extensions of the school program. Students are responsible to the staff in charge and are required to conduct themselves according to the Code of Conduct and to board policy and procedure. Students shall adhere to the laws of Ontario, Canada and the laws of any international locations where they travel.

8.2 Staff in charge shall outline student responsibilities and expectations with regard to the mode of transportation and activities.

8.3 Where a student's conduct on a field trip is determined to be injurious to their welfare and/or to the welfare or moral tone of the group, arrangements may be made for their immediate and safe return to the school or student's home. In such cases, parents/guardians shall be notified of the travel arrangements and that costs accrued for the return of the student is their responsibility. This must be communicated as part of the initial field trip package and during the pre-trip meeting where applicable. Any damages incurred as a result of a student's behaviour or actions will also be covered by the parent/guardian.

8.4 Misconduct during a field trip may result in further consequences upon the student's return.

9. Student Participation

- 9.1 Student participation in field trips is voluntary. In cases where eligible students do not participate, the principal is responsible for ensuring that an appropriate instructional program is provided at the school.
- 9.2 Eligible students will not be excluded from a field trip due to extenuating financial circumstances. In such cases, the principal shall attempt to arrange alternative financial support through other available sources.
- 9.3 All students will be given the opportunity to go on field trips. A student whose pattern of behavior is such that their participation may pose unreasonable risk to the safety and enjoyment of the activity for themselves and/or the other participants (in keeping with the Safe Schools, Special Education and board progressive discipline practices) may be excluded from a field trip.
 - 9.3.1 The principal must consult with their superintendent prior to considering the exclusion of any student.
 - 9.3.2 A decision to exclude a student shall be confirmed in writing with the reasons stated after meeting with the parents/guardians and student. Any student excluded from a field trip will be provided with an alternate program.

10. Consent

- 10.1 Consent is required for any event requiring departure from school grounds. Community walks require only blanket consent at the beginning of each year.
- 10.2 Handwritten notes and verbal consent will not be accepted in place of a consent form; the original signed document or electronic consent through SchoolCash Online must be received by the school before departure.
- 10.3 For all field trips involving high risk activities, a High Risk Consent (FORM A1061 - 7) shall be signed by the student or parent/guardian of a student under 18 years of age, either on paper copy or through SchoolCash online. The purpose of this form is to ensure parents/guardians are aware of identified potential areas of risk for injury to students.
- 10.4 All athletic events require an Athletic Consent/Blanket Permission (FORM A1061 - 9) signed by the student or parent/guardian of a student under 18 years of age, either on paper copy or through SchoolCash online, per team, per season.
- 10.5 All volunteer drivers must complete a Volunteer Transportation Authorization (FORM A1061 - 6). Students or parents/guardians of a student under 18 years of age must sign a consent for a volunteer driver to transport the student (FORM A1061 - 2 or A1061 - 7).
- 10.6 Consent must be signed by students or parents/guardians of students under 18 years of age on the forms outlined below, either on paper copy or through SchoolCash online:
 - 10.6.1 Day Trips, Standard Consent (FORM A1061 - 8);
 - 10.6.2 Overnight/ National/ International Field Trips Consent (FORM A1061 - 2); and,
 - 10.6.3 Athletic Trips, Athletic Consent/ Blanket Permission (FORM A1061 - 9).

- 10.7 The Individual Early Departure/Late Entry Consent (FORM 1061 - 5) must be completed when a student is not using the arranged transportation to and/or from the trip.

11. Supervision

- 11.1 All field trips shall be supervised by at least one teacher or administrator employed by the board, or an approved community volunteer (i.e. approved volunteer coach).
- 11.2 The principal shall determine the level of supervision.
- 11.2.1 Supervision ratios at the elementary school level shall be no higher than:
- 11.2.1.1 JK/SK 1:4;
 - 11.2.1.2 Primary Division 1:8;
 - 11.2.1.3 Junior Division 1:12; and,
 - 11.2.1.4 Intermediate Division 1:15.
(except where specified otherwise by other administrative procedures memoranda or OPASSE).
- 11.2.2 The supervision ratio at the secondary school level should not exceed 30 students to one adult (30:1), unless specified otherwise.
- 11.3 Supervision on a board approved field trip will be determined in the following priority:
- 11.3.1 the organizing teacher(s) (no cost);
 - 11.3.2 other teacher(s) who played a role in the organization of the trip (no cost);
 - 11.3.3 administrator(s) and other classroom teacher(s) (no cost);
 - 11.3.4 non-classroom teacher(s) (no cost);
 - 11.3.5 spouse(s) of organizing teachers or administrators with Criminal Background Check – Vulnerable Sector Search (CBC-VSS) (pay);
 - 11.3.6 a parent/guardian volunteer(s) with CBC-VSS (pay).
 - 11.3.6.1 If there is no chaperone available from the school to chaperone, 11.3.5 and 11.3.6 would not have to pay.
- 11.4 On all overnight field trips, supervisors shall be provided according to the gender distribution of the group. In the case of transgender participants, the lived gender shall determine the distribution (contact the board's Diversity, Equity and Inclusion principal or superintendent of education with the Diversity, Equity and Inclusion portfolio for specific situations).
- 11.5 The school board reserves the right to cancel an event at any time, if supervision or safety requirements cannot be met.
- 11.6 Contingency plans should be in place to provide supervision for students who may be injured, become ill or experience travel changes/delays related to national or international travel.

First Issued: September 1984

Revised: August 17, 1993; March 22, 1996; January 18, 2000, August 2009, September 2009, October 2009, November 2009, February 2017, April 2017, January 2018, October 2018, August 2019, January 2023

Issued under the authority of the Director of Education

ATHLETIC TRIPS

Extra-curricular team travel to sporting events or tournaments.

This procedure outlines the responsibilities associated with overnight field trips for the purpose of participating in invitational tournaments and Ontario Federation of School Athletic Associations (OFSAA) events. These trips exceed one day and are completed within five days.

Approvals

Principals are authorized to approve field trips to pre-approved field trip provider locations and OFSAA trips (not exceeding two nights).

Overnight field trips are subject to the final approval of the superintendent of education in addition to the principal's approval. Principals shall submit requests for trip approval as described in items 5.2 and 5.3 three to nine months prior to the proposed trip (item 5.3). The time period may be waived when the trip is a direct result of participation in a competition which leads to further participation.

PRINCIPAL RESPONSIBILITY CHECKLIST	
(A copy is to be included in approval package to superintendent, if superintendent approval is required.)	
Planning requirements outlined in this APM have been met including:	
1. Athletic field trip enhances the extra-curricular program and benefits to the participants outweigh the disadvantages of missing other aspects of their school program.	<input type="checkbox"/>
2. Field trip procedures have been reviewed by all staff attending.	<input type="checkbox"/>
3. Field trip/activity is appropriate for the level of maturity and experience of the students involved.	<input type="checkbox"/>
4. All student members of the team have the opportunity to attend, regardless of financial status, special needs, medical issues, etc.	<input type="checkbox"/>
5. For all overnight field trips, preliminary approval was received from the superintendent of education prior to information sharing with students and parents/guardians/adult students (FORM A1061 - 3 Request for Approval of All Overnight Trips).	<input type="checkbox"/>
6. Parents/guardians and students have been informed, in writing, of the dates, objectives, itinerary, student involvement, staff involvement and supervision arrangements.	<input type="checkbox"/>
7. All relevant consent and permission forms will be collected (e.g. athletic consent, high risk activities, travelling with volunteer drivers).	<input type="checkbox"/>
8. Parents/guardians of students and adult students taking part in field trips outside Ontario have been advised that student accident insurance or extended health and dental insurance is required to participate.	<input type="checkbox"/>
<i>(continued)</i>	

9.	Parents/guardians of students and adult students taking part in field trips outside Ontario have been advised that cancellation insurance is mandatory for field trips outside of Ontario and can be purchased through most travel providers.	<input type="checkbox"/>
10.	Student medical needs have been considered, including the dispensing of any required medication. Staff will carry copies of Student Medical/Health Data forms and Medical Response Plans as required, in order to accommodate students with medical needs.	<input type="checkbox"/>
11.	Staff will not benefit inappropriately from the organization or planning of this trip (item 3.1.18).	<input type="checkbox"/>
12.	If more than one school is travelling together, procedures for trips involving multiple schools have been followed (item 5.5).	<input type="checkbox"/>
13.	SCDSB pre-approved travel and tour operators have been used for trips exceeding three days or leaving Ontario.	<input type="checkbox"/>
14.	Safety, economy and comfort have been considered prior to selecting an appropriate method of travel.	<input type="checkbox"/>
15.	Students will not be travelling in a 10 plus seat passenger van.	<input type="checkbox"/>
16.	Supervision ratios are being met (item 11.2).	<input type="checkbox"/>
17.	Gender distribution was taken into account when selecting supervisors (item 11.4).	<input type="checkbox"/>
18.	Medical requirements, safety plans, mental health needs, gender identity and religious and cultural identities were taken into account when creating room assignments (item 7.1.12).	<input type="checkbox"/>
19.	OPASSE guidelines have been reviewed and are being followed.	<input type="checkbox"/>
20.	Emergency contact and medical information for each student participant is available to staff supervisors.	<input type="checkbox"/>
21.	Elementary school students have the school name and telephone number on their person.	<input type="checkbox"/>
22.	School staff not attending the field trip will be advised of participating staff and students.	<input type="checkbox"/>
23.	A copy of the list of participating students will be left in the office.	<input type="checkbox"/>
24.	Arrangements have been made to cover missed teaching and supervision duties.	<input type="checkbox"/>
25.	Volunteer drivers have completed a Volunteer Transportation Authorization (FORM A1061 - 6), as required.	<input type="checkbox"/>
26.	If applicable, water activity procedures are adhered to (FORM A1061 - 10).	<input type="checkbox"/>
27.	Contingency plans for transportation in the event of inclement weather have been made, if applicable (FORM A1061 - 12).	<input type="checkbox"/>

DAY TRIPS

Day Trips (not including community walks) - single day travel with the purpose of enhancing curricular programming that does not exceed one day or require overnight accommodation.

Approvals

Principals are authorized to approve day field trips.

PRINCIPAL RESPONSIBILITY CHECKLIST		
(A copy is to be included in approval package to superintendent, if superintendent approval is required.)		
Planning requirements outlined in this APM have been met including:		
1.	One day field trip enhances the curricular program and benefits to the participants outweigh the disadvantages of missing other aspects of their school program.	<input type="checkbox"/>
2.	Field trip procedures have been reviewed by all staff attending.	<input type="checkbox"/>
3.	Field trip is an extension of the school program and as such there are curriculum related learning expectations leading up to and/or following the trip.	<input type="checkbox"/>
4.	Field trip/activity is appropriate for the level of maturity and experience of the students involved.	<input type="checkbox"/>
5.	All students have the opportunity to attend regardless of financial status, special needs, medical issues, etc.	<input type="checkbox"/>
6.	Parents/guardians and students have been informed, in writing, of the dates, objectives, itinerary, student involvement, staff involvement, supervision arrangements, behavior expectations including possible consequences for student conduct, financing, foreseeable risks and special skill requirements, if any.	<input type="checkbox"/>
7.	All relevant consent and permission forms will be collected (e.g. high risk activities, travelling with volunteer drivers).	<input type="checkbox"/>
8.	Parents/guardians and adult students have been advised of the option for student accident insurance coverage, if required.	<input type="checkbox"/>
9.	An alternate learning plan is in place for students not attending the field trip to ensure they will not be adversely affected.	<input type="checkbox"/>
10.	Student medical needs have been considered, including the dispensing of any required medication. Staff will carry copies of Student Medical/Health Data forms and Medical Response Plans as required, in order to accommodate students with medical needs.	<input type="checkbox"/>
11.	Staff will not benefit inappropriately from the organization or planning of this trip (item 3.1.18).	<input type="checkbox"/>
12.	If more than one school is travelling together, procedures for trips involving multiple schools have been followed (item 5.5).	<input type="checkbox"/>

(continued)

13.	Trip venue is on the SCDSB pre-approved field trip list (or meets requirements for an exception).	<input type="checkbox"/>
14.	Safety, economy and comfort was considered when selecting method of travel.	<input type="checkbox"/>
15.	Students will not travel in 10 plus seat passenger vans.	<input type="checkbox"/>
16.	Supervision ratios are being met (item 11.2).	<input type="checkbox"/>
17.	OPASSE guidelines have been reviewed and are being followed.	<input type="checkbox"/>
18.	Student safety plans and Individualized Education Programs (IEPs) have been reviewed and appropriate accommodations have been included in the field trip plan in order to support students with special needs, as required.	<input type="checkbox"/>
19.	Elementary school students have the school name and telephone number on their person.	<input type="checkbox"/>
20.	A copy of the list of participating students will be left in the office.	<input type="checkbox"/>
21.	Arrangements have been made to cover missed teaching and supervision duties.	<input type="checkbox"/>
22.	Volunteer drivers have completed a Volunteer Transportation Volunteer (FORM A1061 - 6), as required.	<input type="checkbox"/>
23.	If applicable, water activity procedures are adhered to (FORM A1061 - 10).	<input type="checkbox"/>

IN PROVINCE / OVERNIGHT TRAVEL

Travel within Ontario, involving at least one overnight stay, with the purpose of enhancing curricular programming.

Approvals

Principals are authorized to approve field trips within Ontario with a duration of up to two nights that are on the pre-approved field trip provider list (i.e. Ontario Camps).

All overnight field trips that are not on the pre-approved field trip provider list are subject to the final approval of the superintendent of education in addition to the principal's approval. Preliminary approval must be sought and given by the superintendent prior to any sharing of information to students or parents/guardians.

Principals shall submit requests for trip approval described in items 5.2 and 5.3 on the form Request for Approval of All Overnight Field Trips (FORM A1061 - 3) at **least three months** prior to the proposed trip (item 5.3.3).

PRINCIPAL RESPONSIBILITY CHECKLIST (A copy is to be included in approval package to superintendent.)		
Planning requirements outlined in this APM have been met including:		
1.	In province/overnight travel field trip enhances the curricular and/or extra-curricular program and benefits to the participants outweigh the disadvantages of missing other aspects of their school program.	<input type="checkbox"/>
2.	Field trip procedures have been reviewed by all staff attending.	<input type="checkbox"/>
3.	Field trip is an extension of the school program and as such there are curriculum related learning expectations leading up to and/or following the trip.	<input type="checkbox"/>
4.	Field trip/activity is appropriate for the level of maturity and experience of the students involved.	<input type="checkbox"/>
5.	All students have the opportunity to attend regardless of financial status, special needs, medical issues, etc.	<input type="checkbox"/>
6.	For all overnight field trips, preliminary approval was received from the superintendent of education prior to information sharing with students and parents/guardians/adult students (Request for Approval of All Overnight Field Trips (FORM A1061 - 3).	<input type="checkbox"/>
7.	Parents/guardians and students have been informed, in writing, of the dates, objectives, itinerary, student involvement, staff involvement, supervision arrangements, behavior expectations including possible consequences for student conduct, financing, foreseeable risks and special skill requirements, if any (attach documents).	<input type="checkbox"/>
8.	All relevant consent and permission forms will be collected (e.g. high risk activities, travelling with volunteer drivers).	<input type="checkbox"/>
9.	Parents/guardians and adult students have been advised of the option for student accident insurance coverage, though not mandatory in Ontario.	<input type="checkbox"/>
10.	An alternate learning plan is in place for students not attending the field trip to ensure they will not be adversely affected. <i>(continued)</i>	<input type="checkbox"/>

11.	Student medical needs have been considered, including the dispensing of any required medication. Staff will carry copies of Student Medical/Health Data forms and Medical Response Plans as required, in order to accommodate students with medical needs (APM A1420).	<input type="checkbox"/>
12.	Staff will not benefit inappropriately from the organization or planning of this trip (item 3.1.18).	<input type="checkbox"/>
13.	Any adult who is going on the trip in a non-supervisory role is NOT receiving any subsidy.	<input type="checkbox"/>
14.	If more than one school is travelling together, procedures for trips involving multiple schools have been followed (item 5.5).	<input type="checkbox"/>
15.	SCDSB pre-approved travel and tour operators have been used for trips exceeding three days.	<input type="checkbox"/>
16.	Safety, economy and comfort have been considered prior to selecting an appropriate method of travel.	<input type="checkbox"/>
17.	Students may not travel in 10 plus seat passenger vans.	<input type="checkbox"/>
18.	Supervision ratios are being met (item 11.2).	<input type="checkbox"/>
19.	Gender distribution has been taken into account when selecting supervisors (item 11.4).	<input type="checkbox"/>
20.	Medical requirements, safety plans, mental health needs, gender identity and religious and cultural identities were taken into account when creating room assignments (item 7.1.12).	<input type="checkbox"/>
21.	OPASSE guidelines have been reviewed and are being followed.	<input type="checkbox"/>
22.	Student safety plans and IEPs have been reviewed and appropriate accommodations have been included in the field trip plan in order to support students with special needs, as required.	<input type="checkbox"/>
23.	Emergency contact and medical information for each student participant is available to staff supervisors.	<input type="checkbox"/>
24.	Elementary school students have the school name and telephone number on their person.	<input type="checkbox"/>
25.	A copy of the list of participating students will be left in the office.	<input type="checkbox"/>
26.	Arrangements have been made to cover missed teaching and supervision duties.	<input type="checkbox"/>
27.	Volunteer drivers have completed a Volunteer Transportation Authorization (FORM A1061 - 6).	<input type="checkbox"/>
28.	If cash is required on the trip, arrangements will be made using FORM A1061 - 11.	<input type="checkbox"/>
29.	If applicable, water activity procedures are adhered to (FORM A1061 - 10).	<input type="checkbox"/>
30.	Contingency plans for transportation in the event of inclement weather have been made, if applicable (FORM A1061 - 12).	<input type="checkbox"/>

NATIONAL / INTERNATIONAL TRAVEL

Any travel outside the Province of Ontario with the purpose of enhancing curricular programming.

Approvals

All national and international field trips are subject to the final approval of the superintendent of education, in addition to the principal's approval. Preliminary approval must be sought and given by the superintendent prior to any sharing of information to students or parents/guardians.

Principals shall submit requests for trip approval described in items 5.2 and 5.3 to the superintendent of education on the form Request for Approval of All Overnight Field (FORM A1061 - 3) six to nine months prior to the proposed trip. Business Services – Corporate Risk shall review all national and international field trips.

PRINCIPAL RESPONSIBILITY CHECKLIST (A copy is to be included in approval package to superintendent.)	
Planning requirements outlined in this APM have been met including:	
1.	National/International field trip enhances the curricular program, the objectives of which cannot be met in Ontario or Canada; and the benefits to the participants outweigh the disadvantages of missing other aspects of the school program. <input type="checkbox"/>
2.	Field trip procedures have been reviewed by all staff attending. <input type="checkbox"/>
3.	Field trip is an extension of the school program and as such there are curriculum related learning expectations leading up to and/or following the trip. <input type="checkbox"/>
4.	Field trip/activity is appropriate for the level of maturity and experience of the students involved. <input type="checkbox"/>
5.	All students have the opportunity to attend regardless of financial status, special needs, medical issues, etc. <input type="checkbox"/>
6.	The Canadian travel advisories have been reviewed for any/all countries to be visited. <input type="checkbox"/>
7.	For all national/ international field trips, preliminary approval was received from the superintendent of education prior to information sharing with students and parents/guardians/adult students (FORM A1061 - 3 Request for Approval). <input type="checkbox"/>
8.	Parents/guardians and students have been informed, at the Parent/Guardian Information Session (FORM A1061 - 13) and in writing, of the dates, objectives, itinerary, student involvement, staff involvement, supervision arrangements, behavior expectations including possible consequences for student conduct, financing, foreseeable risks and special skill requirements, if any (attach documents). <input type="checkbox"/>
9.	All relevant consent and permission forms will be collected (e.g. high risk activities, travelling with volunteer drivers). <input type="checkbox"/>
10.	Parents/guardians of students and adult students taking part in field trips outside Ontario have been advised that student accident insurance, extended health and dental insurance, or health insurance is required to participate. <input type="checkbox"/>
<i>(continued)</i>	

11.	Parents/guardians of students and adult students taking part in field trips outside Ontario have been advised that cancellation insurance is mandatory for field trips outside of Ontario and can be purchased through most travel providers.	<input type="checkbox"/>
12.	An alternate learning plan is in place for students not attending the field trip to ensure they will not be adversely affected.	<input type="checkbox"/>
13.	Student medical needs have been considered, including the dispensing of any required medication. Staff will carry copies of Student Medical/Health Data forms and Medical Response Plans as required, in order to accommodate students with medical needs (APM A1420).	<input type="checkbox"/>
14.	Staff will not benefit inappropriately from the organization or planning of this trip (item 3.1.17).	<input type="checkbox"/>
15.	Any adult who is going on the trip in a non-supervisory role is NOT receiving any subsidy.	<input type="checkbox"/>
16.	If more than one school is travelling together, procedures for trips involving multiple schools have been followed (item 5.5).	<input type="checkbox"/>
17.	SCDSB pre-approved travel and tour operator has been used.	<input type="checkbox"/>
18.	Safety, economy and comfort were considered when selecting method of travel.	<input type="checkbox"/>
19.	Students may not travel in 10 plus seat passenger vans.	<input type="checkbox"/>
20.	Supervision ratios are being met (item 11.2).	<input type="checkbox"/>
21.	Gender distribution has been taken into account when selecting supervisors (item 11.4).	<input type="checkbox"/>
22.	Medical requirements, safety plans, mental health needs, gender identity and religious and cultural identities were taken into account when creating room assignments (item 7.1.12).	<input type="checkbox"/>
23.	OPASSE guidelines have been reviewed and are being followed.	<input type="checkbox"/>
24.	Emergency contact and medical information for each student participant is available to staff supervisors.	<input type="checkbox"/>
25.	Elementary school students have the school name and telephone number on their person.	<input type="checkbox"/>
26.	School staff not attending the field trip will be advised of participating staff and students.	<input type="checkbox"/>
27.	If cash is required on the trip, arrangements will be made using FORM A1061 - 11.	<input type="checkbox"/>
28.	Itinerary is attached.	<input type="checkbox"/>
29.	If applicable, water activity procedures are adhered to (FORM A1061 - 10).	<input type="checkbox"/>
30.	Students and staff have been registered with Canadian government before departure (international trips only).	<input type="checkbox"/>
31.	Contingency plans for transportation in the event of inclement weather have been made, if applicable (FORM A1061 - 12).	<input type="checkbox"/>

HIGH RISK ACTIVITIES

A high risk activity is defined as an activity where the presence of hazards result in a higher probability of an injury occurring; there is limited control over the risks that are present.

The chart below indicates whether certain field trip activities are permitted (by grade level). OPASSE is the minimum standard for any physical activity and has been considered when approving the high risk activities.

Where helmets are mandatory, they must be worn by all participants, students, staff and volunteers.

OPASSE guidelines must be reviewed and followed. If the high risk activity is not on the chart, contact the Corporate Risk Department prior to superintendent of education approval.

ACTIVITY	GRADES JK-3	GRADES 4,5,6	GRADES 7 and 8	GRADES 9 - 12
Amusement Parks	N	N	★	★
Archery	N	Y	Y	Y
Biking - helmet mandatory	Y	Y	Y	Y
Blindfolding - Moving Students (excluding goal ball)	N	N	N	★
Boat Travel - see Water Activities				
Bubble Soccer	N	N	N	N
Bungee Jumping	N	N	N	N
Camping – wilderness	N	N	N	Y
Camping – winter tent	N	N	Y Base Camp	Y
Camping – residential camps	N	Y	Y	Y
Camping – base camp (e.g. Provincial Park)	N	N	Y	Y
Canoeing – see Water Activities				
Canoe Tripping – see Water Activities				
Caving – wilderness tripping	N	N	Y Day Trips	Y
Caving – public areas (e.g. Rockwood, Collingwood)	Y	Y	Y	Y
Cheerleading - Acrobatic	N	N	★	★
Cheerleading - Spirit Dance	N	Y	Y	Y
Cliff Rappelling	N	N	N	N
Diving – see Water Activities				
Fires/Campfires – see Health & Safety Procedure 04-06	★	★	★	★
Firing Ranges	N	N	N	N
Fishing (shore only)	N	N	N	Y
Flag Football	N	Y	Y	Y
Flying – commercial airline	N	N	Y	Y
Football	N	N	N	★

ACTIVITY	GRADES JK-3	GRADES 4,5,6	GRADES 7 and 8	GRADES 9 - 12
Gymnastics <ul style="list-style-type: none"> accredited clubs with trained supervisors only in-ground trampoline only for elementary students, where trampoline is level with the floor 	Y	Y	Y	Y
Hang Gliding	N	N	N	N
Hockey – ice <ul style="list-style-type: none"> full equipment, including full face mask and mouth guard 	N	N	Y	Y
Horseback Riding <ul style="list-style-type: none"> guided only no jumping helmets mandatory 	N	Y No trail riding	Y	Y
Horseback Riding – therapeutic <ul style="list-style-type: none"> arena riding only 	Y	Y	Y	Y
Hot Air Balloon Rides	N	N	N	N
Ice Fishing	N	N	N	N
Kayaking – see Water Activities				
Martial Arts <ul style="list-style-type: none"> self-defence only qualified instructors 	N	Y	Y	Y
Para-Sailing, Parachuting	N	N	N	N
Rafting – see Water Activities				
Rock Climbing Walls <ul style="list-style-type: none"> helmets mandatory accredited supervisors only 	Y 8' max.	Y No students belaying other students	Y	Y
Rock Climbing - outdoors	N	N	N	Y
Ropes – high <ul style="list-style-type: none"> helmet and harness mandatory accredited supervisors only 	N	Y No students belaying other students	Y	Y
Ropes – low	Y	Y	Y	Y
Rugby	N	Y Flag or touch only	Y Flag or touch only	Y
Sailing - see Water Activities				
Scuba Diving Instruction - see Water Activities				
Skating – ice <ul style="list-style-type: none"> CSA approved hockey helmet required 	Y	Y	Y	Y
Skating – inline helmets and protective equipment required	N	N	Y	Y
Skiing – downhill <ul style="list-style-type: none"> helmets mandatory Ontario Snow Resorts Association (OSRA) member resorts only 	N	Y	Y	Y
Skydiving	N	N	N	N
Snorkelling – see Water Activities				

ACTIVITY	GRADES JK-3	GRADES 4,5,6	GRADES 7 and 8	GRADES 9 - 12
Snow Boarding • helmet mandatory	N	Y	Y	Y
Snow Tubing – commercial sites	N	Y	Y	Y
Splash Pads – see Water Activities				
Swimming – see Water Activities				
Tobogganing (snow sliding)	Y	Y	Y	Y
Track and Field	N	Y	Y	Y
Tubing (white water) – see Water Activities				
Water Parks – see Water Activities				
Zip Lining	N	Y	Y	Y

WATER ACTIVITIES -
FORM A1061 - 10, Water Activity Compliance, must be completed.
A maximum of three swim test attempts is allowed per student per year.

ACTIVITY	GRADES JK-3	GRADES 4,5,6	GRADES 7 and 8	GRADES 9 - 12
Boat Travel • ferry, river rides, tour boats, etc.	N	★	★	★
Canoeing	N	Y	Y	Y
Canoe Tripping	N	N	N	★
Canoeing – white water	N	N	N	N
Diving – springboard only • 2m or less	N	N	Y	Y
Dragon Boat	N	N	★	★
Kayaking – flat water	N	Y No Spray Skirts Supervised Camps only	Y	Y
Paddle Rafting	N	N	N	★
Rafting – white water	N	N	N	N
Rowing	N	N	Y	Y
Sailing	N	N	N	Y
Scuba Diving Instruction	N	N	N	Y Public pool only
Snorkelling	N	N	★	★
Splash Pads – water must fully drain	Y	Y	Y	Y
Swim to Survive • does not require completion of FORM A1061 – 10 Water Activity Compliance	Y	Y	Y	Y
Swimming – hotel pools • with certified lifeguard (NLS) • teacher must supervise students	N	Y	Y	Y

ACTIVITY	GRADES JK-3	GRADES 4,5,6	GRADES 7 and 8	GRADES 9 - 12
Swimming – public pools • with certified lifeguard (NLS)	Y Lessons only	Y	Y	Y
Swimming – residential pools	N	N	N	N
Swimming – camp/campsite • with certified lifeguard (NLS)	N	Y	Y	Y
Water Polo	N	Y	Y	Y
Windsurfing	N	N	N	Y
Tubing – white water	N	N	N	N
Water Parks	N	N	N	N

★ *contact the Corporate Risk Department*

OPASSE guidelines must be reviewed and followed.
If the high risk activity is not on the chart, contact the Corporate Risk Department.

OVERNIGHT / NATIONAL / INTERNATIONAL FIELD TRIP CONSENT

1. **SCHOOL:** _____

2. **FIELD TRIP:** _____ **DATE:** _____

3. **TEACHER(S) IN CHARGE:** *(please print)* _____

4. **STUDENT:** _____
Surname First Name Middle Name

5. **PARENT(S)/GUARDIAN(S):** *(please print)* _____

6. **ADDRESS:** _____

7. **PHONE:** _____
Daytime Phone Home Phone Work Phone

8. **EMERGENCY PHONE:** *(other than above)* _____

9. STUDENT'S MEDICAL INFORMATION:

a) Does the student have any medical problems that might affect participation in this field trip? Yes No

Provide details: _____

b) Does the student require medication or treatment? Yes No

If so, state medication, dosage and frequency: _____

c) Any other comments re: health and medical: _____

10. **HEALTH INSURER:** _____ **POLICY #:** _____

11. **CANCELLATION INSURER:** _____ **POLICY #:** _____

12. **ONTARIO HEALTH CARD:** Will the student be carrying their own Ontario Health Card? Yes No

13. While field trips are supervised by teaching staff, they involve activities beyond those of normal school programs. It is essential that parents/guardians counsel their children on the necessity for extra care and cooperation.

14. I understand that if (student name) _____ 's conduct is injurious to the safety or moral tone of the group, I will be contacted and (student name) _____ may, at the discretion of the supervising teacher(s), be returned home under supervision at my expense. I understand that any damages incurred as a result of my child's behaviour or actions will also be my expense.

15. CONSENT FOR A VOLUNTEER DRIVER TO TRANSPORT: (if applicable)

I grant permission for (student name) _____ to be transported by a volunteer driver (*employee, parent/guardian or other adult*) approved by the principal or designate. *Volunteer drivers are over the age of 21, have a valid driver's license, have provided a criminal record check and are adequately insured.*

16. **PARENT/GUARDIAN PERMISSION:** I permit do not permit my son/ daughter to participate in this trip.

17. SIGNATURES:

Signature of Student

Signature of Parent/Guardian
(if student is under 18 years of age)

Date

REQUEST FOR APPROVAL OF ALL OVERNIGHT FIELD TRIPS

1. **SCHOOL:** _____
2. **TRIP LOCATION:** _____ **DATE:** _____
3. **TEACHER(S) IN CHARGE:** *(please print)* _____
4. **STUDENTS INVOLVED:** Grade(s): _____ Courses: _____
Number Eligible: F _____ M _____ Total: _____ Number Participating: F _____ M _____ Total: _____
5. **FUNDING:** (Detailed Budget Including Cost of Meals and Accommodations Attached) Yes No
Total Cost of Trip: _____ Cost Per Student: _____
Funding Source(s): *(please print)* _____
6. **SUPERVISION:** Number of Female Staff: _____ Number of Male Staff: _____
Names of Other Supervisor(s): _____
-
7. **ARRANGEMENTS TO COVER SCHOOL DUTIES FOR STAFF ON TRIP:** _____
Instructional Days Missed: _____
8. **TRANSPORTATION:** Method: _____
9. **PRE-APPROVED TRAVEL AND TOUR VENDOR LIST:** *(please check one)*
- | | |
|--|---|
| <input type="checkbox"/> Educatours Ltd./ Brightspark | <input type="checkbox"/> Temple and Temple Tours Inc. |
| <input type="checkbox"/> EF Institute for Cultural Exchange Ltd. | <input type="checkbox"/> Touringhouse Inc. |
| <input type="checkbox"/> Ellison Travel and Tour Ltd. | <input type="checkbox"/> WorldStrides Explorica |
| <input type="checkbox"/> Georgia Hardy Tours | <input type="checkbox"/> Other* Tour Vendor _____ |
| <input type="checkbox"/> MacDonald Tours Inc. | |
- *You must contact Corporate Risk if selecting "Other"
10. **PROPOSED ITINERARY:** (attached) Yes No
11. **WRITTEN COMMUNICATION AND CONSULTATION DATES:** (attached) Yes No
12. **SIMCOE COUNTY DISTRICT SCHOOL BOARD (SCDSB) REQUIREMENT:** This field trip meets the requirements of the SCDSB Policy 4430, Administrative Procedures Memorandum A1061 – Field Trips, and all other applicable administrative procedures and board policies. Yes No
- | | | |
|---------------------------|--------------------------------|---------------|
| _____
Principal's Name | _____
Principal's Signature | _____
Date |
|---------------------------|--------------------------------|---------------|
13. **TRIP REVIEWED FOR ELEMENTS OF RISK:**
- | | | |
|-------------------------------|------------------------------------|---------------|
| _____
Risk Management Name | _____
Risk Management Signature | _____
Date |
|-------------------------------|------------------------------------|---------------|
14. **SUPERINTENDENT OF EDUCATION FIELD TRIP DECISION:** APPROVED NOT APPROVED
Rationale _____
- | | | |
|--------------------------------|-------------------------------------|---------------|
| _____
Superintendent's Name | _____
Superintendent's Signature | _____
Date |
|--------------------------------|-------------------------------------|---------------|

CHECKLIST FOR APPROVAL FOR FIELD TRIPS
SEND TO SUPERINTENDENT OF EDUCATION WITH COMPLETED FIELD TRIP PACKAGE
SCHOOL: _____

TRIP: _____

DATE OF TRIP: _____

ITEM	RECEIVED
Boat Inspection and Fire and Safety Regulations (if applicable)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Complete Trip Itinerary - no changes to the approved itinerary can be made unless authorized by the superintendent of education	<input type="checkbox"/> Yes <input type="checkbox"/> No
Curriculum Expectations	<input type="checkbox"/> Yes <input type="checkbox"/> No
Overnight/National/International Field Trips - Consent (A1061 - 2)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Request for Approval of All Overnight Field Trips (FORM A1061 - 3)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Number of Missed Instructional Days	<input type="checkbox"/> Yes <input type="checkbox"/> No
OPASSE Safety Information has been reviewed and photocopy of NLS certification provided (if applicable)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Parent/Guardian Information	<input type="checkbox"/> Yes <input type="checkbox"/> No
Payment Schedule for Parents/Guardians	<input type="checkbox"/> Yes <input type="checkbox"/> No
Student Code of Behaviour re: drugs, alcohol, expectations	<input type="checkbox"/> Yes <input type="checkbox"/> No
Supply Teacher Costs (how covered/budgeted)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Water Activity Compliance (if applicable) (A1061 - 10)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Tour Cancellation Insurance	<input type="checkbox"/> Yes <input type="checkbox"/> No
Volunteer Transportation Authorization (if applicable) (A1061 - 6)	<input type="checkbox"/> Yes <input type="checkbox"/> No
High Risk Consent (if applicable) (A1061 - 7)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Contingency Planning – Transportation (if applicable) (A1061 – 12)	<input type="checkbox"/> Yes <input type="checkbox"/> No
OFFICE OF SUPERINTENDENT OF EDUCATION USE ONLY:	
Field Trip Package Receipt Date:	School Notification Date:

INDIVIDUAL EARLY DEPARTURE / LATE ENTRY CONSENT

SCHOOL: _____

DATE OF EVENT: _____

NAME OF STUDENT/ATHLETE: _____

EVENT/ACTIVITY/CLUB/TEAM: _____

PARENT/GUARDIAN OR STUDENT (IF OVER 18 YEARS OF AGE) PERMISSION FORM

I, _____ have made arrangements for
Parent/Guardian or Student if over 18 Years of Age

_____ to be dropped off at picked up from
Student Name

_____ , _____ on _____
Event or Activity Location Date

Signature of Parent/Guardian or Student (if over 18 years of age)

Date

SCHOOL USE ONLY:

Released from school care prior to following the event or activity.
(please check one or both)

Signature of Principal or Designate

Date

NOTE: It is not recommended that students drive to/from events, nor is student carpooling condoned, encouraged or supported. Parents/guardians must be aware how their child commutes to the event.

This information is gathered under authority of the Education Act R.S.O. 1990, c.E.2, part VI s.190 (2), in accordance with the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56. Information shall be used to arrange activities that are part of school program. Questions regarding information collected in this form may be directed to the school principal.

VOLUNTEER TRANSPORTATION AUTHORIZATION
(TO BE COMPLETED BY EACH VOLUNTEER DRIVER)

SCHOOL: _____

NAME OF DRIVER: _____
Surname First Name

ADDRESS: _____
Street City/Town Postal Code

PHONE: _____
Home Cell Work

VEHICLE: _____
Type Make Model

_____ License Plate Number _____ Manufacturer's Seating Capacity

REGISTERED OWNER: Same as above or _____
(please print)

DRIVER IS OVER 21 YEARS OF AGE? Yes No _____
Class of License (minimum G)

I will act as a volunteer driver, using the vehicle described above, for the Simcoe County District School Board (SCDSB). I have a valid driver's license, minimum automobile liability insurance coverage of \$1,000,000.

I will provide the board with prompt written notice with all available particulars, of any accident/injury arising out of the use of this licensed automobile during transportation of students to and from activities that are part of the school program. I will provide a Criminal Background Check and Vulnerable Sector Screening (CBC/VSS). I am aware that children under 12 years of age should not be permitted to ride in the front seat if the vehicle is equipped with passenger-side airbags.

NOTE: The board's insurer provides third party liability coverage which would come into effect if the primary automobile liability insurance on the vehicle above was exhausted. The SCDSB requires CBC/VSS every five years; however, Offence Declarations for Volunteers must be completed on an annual basis as per APM A1010 - Vulnerable Sector Check – Non-employees.

_____ **Signature of Driver** _____ **Date**

I give permission to the above named driver to use my vehicle for transportation of students to and from activities that are part of the school program. My vehicle has the minimum insurance coverage noted above, is mechanically fit and there are seat belts in working condition for all passengers.

_____ **Signature of Vehicle Owner** _____ **Date**

_____ **Signature of Principal or Designate** _____ **Date**

HIGH RISK CONSENT

_____ is arranging
Name of School

_____ on _____
Description of Activity Date

THIS FORM MUST BE READ AND SIGNED BY THE PARENT/GUARDIAN OF A PARTICIPATING STUDENT UNDER 18 YEARS OF AGE OR A STUDENT 18 YEARS OF AGE OR OLDER WHO WISHES TO PARTICIPATE.

ELEMENTS OF RISK:

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

Please check all injuries that could apply:

- | | | |
|---|---------------------------------------|---|
| <input type="checkbox"/> Bruises | <input type="checkbox"/> Cuts/Scrapes | <input type="checkbox"/> Insect/Bug Bites |
| <input type="checkbox"/> Breaks/Fractures | <input type="checkbox"/> Dehydration | <input type="checkbox"/> Sprains/Strains |
| <input type="checkbox"/> Concussion | <input type="checkbox"/> Frostbite | <input type="checkbox"/> Sun Exposure |

Other: _____

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 you/your child may be injured.

The chance of an injury occurring can be reduced by carefully following instructions at all times while engaged in the activity.

If you or the student choose to participate in (activity) _____ on (date) _____, you or the student must understand that you bear the responsibility for any injury that might occur.

The Simcoe County District School Board does not provide accidental death, disability, dismemberment or medical expense insurance on behalf of the students participating in this activity.

PARENT/GUARDIAN ACKNOWLEDGEMENT FORM:

I/WE HAVE READ THE ABOVE. I/WE UNDERSTAND THAT IN PARTICIPATING IN THE ACTIVITY DESCRIBED ABOVE, I/WE ARE ASSUMING THE RISKS ASSOCIATED WITH DOING SO.

I/We give _____ permission to participate in the
Student Name

_____ to be held on _____
Description of Activity Date

Signatures of Parent/Guardian or Student if over 18 years of age.

Date

STANDARD CONSENT

1. **DESTINATION:** _____
2. **DATE OF TRIP:** _____
3. **GRADE/GROUP:** _____ **TEACHER(S) IN CHARGE:** _____
4. **DEPARTURE TIME FROM SCHOOL:** _____
5. **ARRIVAL TIME AT SCHOOL:** _____
6. **TRANSPORTATION:** (Method) _____ **COST PER STUDENT:** _____
7. **ADDITIONAL INFORMATION:** _____

PLEASE RETURN ACKNOWLEDGEMENT FORM TO THE SCHOOL BY: _____

STUDENT AND PARENT/GUARDIAN ACKNOWLEDGEMENT FORM

While trips are supervised by the teaching staff, they involve activities beyond those of normal school programs. It is essential that parents/guardians counsel their children on the necessity for extra care and co-operation.

Please discuss with your student the importance of representing (school) _____ in a safe, positive manner, demonstrating respect and following all instructions during the trip.

STUDENT PERMISSION:	
STUDENT NAME: _____	CLASSROOM TEACHER: _____
My child, has my permission to participate in the trip to: _____	
(Destination)	
on _____	\$ _____
(Date of Trip)	(Payment Enclosed)
<input type="checkbox"/> cheque <input type="checkbox"/> cash <input type="checkbox"/> online (Method of Payment)	
_____ Signature of Parent/Guardian or Student if over 18 Years of Age	_____ Date

VOLUNTEER INFORMATION:
(Volunteer Name) _____ is available to volunteer for this trip and is an approved volunteer.
Please note: There is <input type="checkbox"/> a cost <input type="checkbox"/> no cost for parents/guardians/volunteers for this trip.

CONSENT FOR A VOLUNTEER DRIVER TO TRANSPORT (IF APPLICABLE):	
I grant permission for my child, _____ to be transported by a volunteer driver (employee, parent/guardian or other adult) approved by the principal or designate. Volunteer drivers are over the age of 21, have a valid driver's license, have provided a criminal record check and are adequately insured.	
_____ Signature of Parent/Guardian	_____ Date

ATHLETIC CONSENT / BLANKET PERMISSION
(TO BE COMPLETED PER SEASON)

This form is to be completed on behalf of a student who wishes to participate in co-curricular activities, and this consent includes permission for all scheduled games within the season. It must be returned to the school as soon as the team is formed and prior to the student's first practice.

SPORT: _____

SEASON DATES: _____

PERSONAL INFORMATION:

1. **STUDENT:** _____

Surname
First Name
Middle Name
2. **ADDRESS:** _____
3. **ONTARIO HEALTH CARD:** *(optional)* _____
4. **PARENT/GUARDIAN:** *(please print)* _____
5. **PHONE:** _____

Daytime Phone
Home Phone
Work Phone
6. **STUDENT'S PHYSICIAN:** *(please print)* _____ **PHONE:** _____
7. **EMERGENCY CONTACT NAME:** *(please print)* _____ **PHONE:** _____

MEDICAL INFORMATION: The medical information collected on this form will be used only for the purposes of insuring student safety while participating. This information will remain confidential at all times.

1. Does the student have any medical conditions(s) school staff should be aware of? Yes No
If yes, please list: _____

2. Has the student ever sustained a concussion? Yes No
If yes, please list date(s): _____

3. Does the student have any allergies? Yes No
If yes, please list: _____

4. Does the student take any prescription drugs that would impact the performance required for athletic participation? Yes No
If yes, state medication, dosage and frequency: _____

5. Does the student wear eyeglasses? Yes No
6. Does the student wear contact lens? Yes No

Should your child sustain an injury or contract an illness requiring medical attention during the competitive season, please notify the coach to discuss participation.

ATHLETIC CONSENT / BLANKET PERMISSION

SCHOOL ACCIDENT INSURANCE NOTICE:

The Simcoe County District School Board does not provide any accidental death, disability, dismemberment/medical/dental expense insurance on behalf of the students participating in this activity. It is a mandatory condition of participation that students have either extended health or dental or student accident insurance to participate in extracurricular activities.

STUDENT ACCIDENT INSURANCE:

I/We have purchased Student Accident Insurance.

I/We have appropriate extended health and dental coverage through another insurance carrier or workplace plan.

TRANSPORTATION NOTICE:

If students are transported to and from game locales, it would usually be by school bus, taxis, or volunteer drivers. Your child will not be dropped off other than at the school unless previous notification has been made by way of parental correspondence. I understand, if students are NOT transported by the school, it is the expectation that I (parent/guardian) must arrange and approve the transportation method for my child.

Parent/Guardian Initial Here

CONSENT FOR A VOLUNTEER DRIVER TO TRANSPORT (IF APPLICABLE):

I grant permission for my child, _____ to be transported by a volunteer driver (employee, parent/guardian or other adult) approved by the principal or designate. Volunteer drivers are over the age of 21, have a valid driver's license, have provided a criminal record check and are adequately insured.

ELEMENTS OF RISK NOTICE:

The risk of injury exists in every athletic activity. Falls, collisions and other incidents may occur and cause injury. Due to the very nature of some activities, injuries may range from minor sprains to more serious injuries affecting the head, neck or back. These injuries result from the nature of the activity and can occur without fault on either the part of the student, the school board, its employees, agents, or a facility where the activity is taking place. By choosing to participate in co-curricular athletics, you are assuming the risk of an injury occurring. The chances of an injury can be reduced by carefully following instructions at all times while engaging in the activity. The Simcoe County District School Board attempts to manage as effectively as possible the risk involved for all students while participating in school athletics.

ACKNOWLEDGEMENT OF RISKS/REQUEST TO PARTICIPATE/INFORMED CONSENT AGREEMENT

- a) I/We have read and understand the above information. I/We hereby acknowledge and accept the risk inherent in the requested activity and assume responsibility for my child for personal health, medical, dental and accident insurance coverage.
- b) I/We agree that the Simcoe County District School Board or its employees, servants or agents shall not be liable for any injury to my child or loss or damage to personal property arising from participation in the above listed activities.

Signature of Parent/Guardian

Date

Signature of Student

Date

WATER ACTIVITY COMPLIANCE

LOCATION OF TRIP: _____

NAME OF SUPERVISING TEACHER: _____

SCHOOL NAME: _____

DATE OF TRIP: _____

ACTIVITY: *(please check all that apply)*

- | | | | |
|---|--|---|-------------------------------------|
| <input type="checkbox"/> Boat Travel | <input type="checkbox"/> Canoeing | <input type="checkbox"/> Canoe Tripping | <input type="checkbox"/> Diving |
| <input type="checkbox"/> Dragon Boating | <input type="checkbox"/> Kayaking | <input type="checkbox"/> Paddle Rafting | <input type="checkbox"/> Rowing |
| <input type="checkbox"/> Sailing | <input type="checkbox"/> Scuba Diving | <input type="checkbox"/> Snorkelling | <input type="checkbox"/> Splash Pad |
| <input type="checkbox"/> Swimming-camp/campsite | <input type="checkbox"/> Swimming-hotel pool | <input type="checkbox"/> Swimming-public pool | <input type="checkbox"/> Water Park |
| <input type="checkbox"/> Windsurfing | <input type="checkbox"/> Other: _____ | | |

SWIM TEST REQUIRED: **YES** **NO**

Following OPASSE guidelines (list):

- _____
- _____
- _____
- _____

If yes:

Date Planned: _____

Date Completed: _____

Results of Swim Test:

Passed _____ # Failed/Unsuccessful _____

Copy to Parent/Guardian: Yes No

Copy to Principal:
(attached) Yes No

Preliminary sign off if awaiting swim test:

Principal's Name Principal's Signature Date

Final sign off following completion of swim test:

Principal's Name Principal's Signature Date

FIELD TRIP CASH VOUCHER

FIELD TRIP NAME <i>(please print)</i> _____ - CASH VOUCHER	
SCHOOL:	_____
DATE OF TRIP:	_____
PAID TO: <i>(please print)</i>	_____
AMOUNT:	_____
DESCRIPTION:	_____
STAFF CONFIRMATION OF PAYMENT: <i>(two signatures required and both must be present at time of payment)</i>	
STAFF #1 NAME: <i>(please print)</i>	_____
STAFF #1 SIGNATURE:	_____
STAFF #2 NAME: <i>(please print)</i>	_____
STAFF #2 SIGNATURE:	_____
PRINCIPAL OR DESIGNATE AUTHORIZATION <i>(completed upon return)</i>	
AUTHORIZER'S NAME: <i>(please print)</i>	_____
AUTHORIZING SIGNATURE:	_____
AUTHORIZATION DATE:	_____

CONTINGENCY PLANNING - TRANSPORTATION

LOCATION OF TRIP: _____
NAME OF SUPERVISING TEACHER: _____
SCHOOL NAME: _____
DATE OF TRIP: _____
METHOD OF TRANSPORTATION: _____

CONTINGENCY PLAN FOR TRANSPORTATION IN THE EVENT OF INCLEMENT WEATHER:

PLAN: _____

PARENT(S)/GUARDIAN(S) ARE Yes No
AWARE OF CONTINGENCY PLANS:

Principal's Name

Principal's Signature

Date

PARENT/GUARDIAN INFORMATION SESSION CHECKLIST
(For Trips Exceeding Three Days or Leaving the Country)

LOCATION OF TRIP: _____

SCHOOL NAME: _____

DATE OF TRIP: _____

DATE OF PARENT/GUARDIAN
INFORMATION SESSION: _____

THE ITEMS BELOW MUST BE ADDRESSED:

- Location(s) _____
- Dates _____
- Tour Operator _____
- Curriculum Connections _____
- Cost _____
- Fee Structure/Payment Plan _____
- Insurance: Travel Cancellation _____
- Reasons the board may cancel: Labour Disruption Global Climate Change _____
- Canadian Foreign Affairs Travel Advisories _____
- Canadian Government Registration _____
- Conduct Expectations _____
- Parent/Guardian Responsibility for Property Damage Transportation Cost if Child is Sent Home _____
- High Risk Activities - OPASSE _____
- Swimming/Water Requirements _____
- Forms to be Completed _____
- Contingency Plans _____
- Additional Information _____

Trip Leader's Name

Trip Leader's Signature

Date

