



<b>ADMINISTRATIVE PROCEDURE</b>	
<i>Approval Date</i> <b>2017</b>	Replacing <b>All previous procedures</b>
<i>Review Date</i> <b>2022</b>	<i>Page</i> <b>1 of 35</b>
Contact Person/Department <b>Superintendent of Learning</b>	<i>Identification</i> <b>ES-5016</b>

## **FIELD TRIPS AND EXCURSIONS**

### **1.0 PURPOSE**

Trillium Lakelands District School Board recognizes that there is significant educational value in field trips and excursions and acknowledges and appreciates the extra time and effort that staff contributes to organizing and supervising student field trips and excursions.

### **2.0 REFERENCES/RELATED DOCUMENTS**

- 2.1 [OP-6020/6021 Student Code of Conduct Policy and Procedure](#)
- 2.2 [ES-5001/5002 Volunteer Helpers in the School Policy and Procedure](#)
- 2.3 [BD-2120/2121 Privacy Information Management Policy and Procedure](#)
- 2.4 [BU-3529/3530 Administration of School Funds or Funds Raised in the Name of the School Policy and Procedure](#)
- 2.5 [HR-4035/4036 Inclement Weather Policy and Procedure](#)
- 2.6 [BU-3025/3026 Transportation Policy and Procedure](#)
- 2.7 [BD-2100/2101 Equity and Inclusive Education Policy and Procedure](#)
- 2.8 [BD-3015/3016 Procurement of Goods and Services Policy and Procedure](#)
- 2.9 [Ontario Physical Education Safety Guidelines \(OPHEA\)](#)
- 2.10 [Ontario School Boards' Insurance Exchange \(OSBIE\)](#)
- 2.11 Inclement Weather and Busing to and from Events S.O. Memo – SO - 0048

### **3.0 TERMS AND DEFINITIONS**

#### **3.1 APPROPRIATE SUPERINTENDENT**

For Field Trips and Excursions within the Province of Ontario and within the 4 day allotment of school days allowable “Appropriate Superintendent” refers to the School Superintendent.

For Out of Province or International Excursions or for any trip beyond the 4 school day allotment “Appropriate Superintendent” refers to the Superintendent responsible for International Trips and Excursions.

#### **3.2 FIELD TRIP**

For the purpose of this policy a field trip is defined as an off-site activity where students leave and return on the same day, even if the activity incorporates time outside of the school day. Field trips will be approved by the Principal.

### 3.3 EXCURSIONS

- 3.3.1 For the purpose of this policy, an excursion is defined as an off-site activity that includes overnight travel and/or accommodation. An excursion has a duration of 4 (four) or less instructional days. Excursions within Ontario will be approved by the Principal and the appropriate Superintendent. Out of province/out of country excursions will be approved by the Principal and the appropriate Superintendent. Excursion requests of 5 (five) instructional days or more must be forwarded to the appropriate Superintendent and will go to Directors Council for approval.
- 3.3.2 A curricular field trip / excursion consists of off-campus activities that are part of the course curriculum and occur as a planned part of the program.
- 3.3.3 A co-curricular field trip / excursion consists of a scheduled off-campus activity involving a school team, band, drama group, or any other school sanctioned club or organization.
- 3.3.4 A cultural field trip / excursion consists of off-campus activities that provide a meaningful cultural opportunity that might not have direct curriculum relevance but that may be tied to the broader educational goals of Trillium Lakelands District School Board.

### 3.4 STUDENT EXCHANGES

#### 3.4.1 Short-term Exchanges

Exchanges are defined as opportunities for students to visit with students in another part of Ontario, Canada, or the world. In return, exchange students would then be hosted by the TLDSB students. Such exchanges will generally last for a few days to a few weeks, involve a group of students travelling together with chaperones, and have a cultural focus. Short-term exchanges, are considered to be excursions.

#### 3.4.2 Long-term Exchanges

These exchanges are defined in the Education Act, Section 49(7), and are arranged by the individual student and his / her family and therefore do not fall under the scope of this policy.

### 3.5 PARENT / GUARDIAN

For the purposes of this Administrative Procedure, all references to “parent” shall also refer to “guardian” or “student” (if the student is 18 years of age or older).

## **4.0 ADMINISTRATIVE PROCEDURE**

### **4.1 GENERAL**

- 4.1.1 All curricular field trips and excursions will relate directly to the expectations as stated in the appropriate Ontario Ministry of Education curriculum document.
- 4.1.2 To the extent that it is practical and desirable, destinations closer to the school and community shall be selected over more distant locations.
- 4.1.3 At the commencement of each school year, schools may develop an annual plan for all field trips and excursions to include factors such as timing, frequency, age and cost.
- 4.1.4 All permission forms shall be scanned by the Principal or designate and held for the purposes of record retention at the school for the current plus five (5) years.
- 4.1.5 The planning and supervision of all field trips and excursions are the joint responsibility of the Principal and the teaching staff. Where more than one staff is responsible for organizing an out-of-class experience, a lead staff will be named, in consultation with the Principal, and that staff will assume primary responsibility for the trip.
- 4.1.6 When attending athletic / outdoor events, the provisions of the Ontario Physical Health Education Association guidelines will be followed.
- 4.1.7 When planning field trips or excursions it is important to consider any special arrangements that may be required for students requiring specialized services.
- 4.1.8 Principals, School staff or Board staff will not sign agreements that waive the rights of the participants.
- 4.1.9 Principals, School staff or Board staff will not sign agreements that waive the vendor liability. Third party vendors must have valid Comprehensive General Liability Insurance (2 million dollars).
- 4.1.10 All overnight excursions in Ontario must be submitted to both the School Principal and the appropriate Superintendent for approval.
- 4.1.11 All overnight excursions out of Province or Country must be submitted to both the school Principal and the appropriate Superintendent for approval.
- 4.1.12 The approval of the appropriate Superintendent must be obtained for any excursion before any commitment is made to the students or the parents concerning the trip or before any monies for the trip are collected.

4.1.13 Staff will not benefit financially, or through attainment of goods or services, for organizing / planning field trips or excursions.

4.1.14 For all field trips or excursions it is the parent's / guardian's option as to whether or not the Ontario Health Card is carried by the student. Student health 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.

4.1.15 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.

#### 4.1.16 Student Accident Insurance

- a) The Board is empowered, under the Education Act, to make it known that accident insurance is available to its students.
- b) Purchase of accident insurance is voluntary, with the costs to be paid by the parents / guardians to the insurance company.
- c) The Board assumes no liability in connection with this insurance with respect to applications, premium payments or claims.
- d) Parents / guardians should be encouraged to consider this insurance for the protection of their children including those participating on school teams or on out-of-province Excursions.

#### 4.1.17 Withdrawal of Board Support

In extraordinary circumstances, which the Board believes may place the safety and security of students and staff at risk, the Board may withdraw its support for a previously approved trip.

- a) A federal Government Affairs Travel Advisory which suggests the safety of students and staff is in jeopardy will result in Board withdrawal of support for a trip. Other extraordinary acts which would constitute an extraordinary circumstance, in addition to a Federal government Travel Advisory include but are not limited to, declaration of war, acts of terrorism, social unrest, environmental conditions, public health issues, and labour unrest/sanction.
- b) The Principal shall inform the participants in writing of the circumstances and process for withdrawal of Board support.

- c) Where time permits and where a decision has been made to withdraw Board support for a trip, the Principal shall call a meeting of those affected (e.g. students, parents, community sponsors) to outline the Board's decision and to determine the wishes of the school community as to whether the trip might proceed without the participation of Board personnel. Where possible, the tour operator and the appropriate Superintendent shall attend such a meeting.
- d) Where the Board has withdrawn its support for a trip, the school community may decide to continue with the trip without Board support. In such a case Board staff may continue to facilitate the trip by providing space for meetings, loaning Board-owned equipment and like actions. TLDSB staff shall not be permitted to participate in such a trip.
- e) Where a trip must be cancelled or rescheduled, Board staff will work with the school community and tour operator to facilitate rescheduling and/or repackaging with a view to minimizing financial loss to the participants.

## 4.2 TRANSPORTATION

- 4.2.1 The actual time spent at the destination should generally be greater than the travel time, and this shall be taken into consideration when selecting the mode of transportation.
- 4.2.2 Where possible, transportation will be facilitated through the Board's Transportation Department.
- 4.2.3 Principals should phone the Purchasing Department to access the approved list of carriers.
- 4.2.4 Wherever possible, use of personal vehicles shall be avoided. If personal/rental vehicles are used, students shall not travel in 9+ passenger vans.
  - a) Ontario Legislation makes Automobile Insurance compulsory in the Province of Ontario. This same Legislation makes the vehicle insurance primary coverage. In other words, the insurance on the vehicle responds to claims first.
  - b) The School Board's Liability Policy contains an Endorsement, called the Non-Owned Automobile Endorsement, which extends coverage to those who are using personal vehicles on the business of the Board. In accordance with Legislation, this coverage is excess to the insurance on the vehicle. There is no coverage under this Endorsement for damage to the vehicle itself. It is liability insurance only.

- c) Passengers who are injured would recover Accident Benefits under their own automobile policies. Thus, students injured in an automobile accident, would report the injuries to their parents' auto insurer. If there is no automobile insurance policy in the family, the injured passenger would collect benefits under the liability policy in place on the vehicle in which they were riding at the time of the accident.
- d) For the personal protection of volunteer drivers, all owners/drivers of private vehicles must carry a minimum of \$1 million of liability insurance. If there is any doubt about the insurance coverage carried, or the use of the vehicle to transport students, volunteers should review their coverage with their insurance Broker.

#### 4.3 COMMERCIAL TRAVEL AGENCIES' VENDOR LIST

4.3.1 Every 5 years the Purchasing Department will conduct a Request for Supplier Qualification to identify qualified tour operators in advance of expected future requirements. The established list of qualified tour operators will be reviewed by the Purchasing Department annually to allow for additions and deletions as might be required. The Purchasing Department shall establish specifications for vendor list submissions, based on:

- a) trip cancellation coverage, including environmental disasters, health concerns, political unrest, and other safety concerns which may arise from time to time;
- b) contingency plans in cases of emergent situations, (i.e. safe haven, emergency contact persons, etc.);
- c) detailed cost analysis to be provided to the Board for all contracted field trips / excursions; and
- d) other requirements as may be pertinent at the time of tendering.

4.3.2 A list of successful vendors shall be made available to all schools on an annual basis.

4.3.3 All contracts with commercial travel agencies for excursions must be signed by the Principal and forwarded to the appropriate Superintendent.

#### 4.4 LIABILITY INSURANCE

The Board's Liability Insurance Policy protects both staff and volunteers who are working within the scope of their duties for the Board. This coverage responds to lawsuits that are brought against staff or volunteers who are supervising school events and provides protection up to the \$20 million policy limit.

## 4.5 PLANNING PROCEDURES

### 4.5.1 FIELD TRIPS

#### a) General Guidelines

A field trip is considered an extension of the school that is organized and supervised by school staff; therefore, all rules and regulations that apply in school apply to field trips.

- i) Trillium Lakelands District School Board reserves the right to exclude students whose participation may pose unreasonable risk to the safety and enjoyment of the activity for themselves and / or the other participants;
- ii) Field trips shall be planned in a manner that is sensitive to the needs of all students;
- iii) For any off-site activity deemed to be essential to the course, participation cannot be denied on the basis of the student's inability to pay;
- iv) All individuals taking part in the field trip, other than supervisors, are students of the school. (Any request for an exception to this rule must be sent to the Principal and forwarded to the appropriate Superintendent for approval);
- v) If a student leaves the Board before the field trip, they can no longer take part in the field trip.

#### b) Principal Responsibilities

The Principal or designate will ensure that:

- i) all criteria / parameters of fundraising, as set out in Board policy and procedures, are adhered to;
- ii) unusual activity requests are submitted to the appropriate Superintendent for approval;
- iii) all activities are appropriate for the age, physical and mental abilities of the students;
- iv) safety be given the highest priority when considering a destination for a field trip (refer to "Out of School Travel" checklist);
- v) the field trip is shortened, cancelled or terminated at any time that, in the opinion of the principal, the excursion cannot proceed or be completed in a safe or satisfactory manner;

- vi) the private vendor or facility operator has the necessary expertise and certification required to provide the services arranged;
- vii) the staff are aware of any student's health or individual needs / challenges;
- viii) an appropriate educational program is provided for any student remaining at the school;
- ix) parent(s) are informed of the purpose, supervision, program and itinerary well in advance of the trip; parents have read, completed and signed an Informed Consent/Permission Form (Appendix 5.5);
- x) all pertinent liability / insurance provisions are in place;
- xi) the Informed Consent / Permission Form is returned by the parent(s) in its entirety;
- xii) copies of all completed forms for all approved trips are filed in the school office;
- xiii) completed checklists (refer to Appendices), are filed in the school office for all approved trips;
- xiv) appropriate transportation arrangements have been made and an accurate roster of all pupils riding on all buses, including who is on which bus; is on file in the office and with the supervisor and with the Lead Supervisor;
- xv) a first aid kit(s) is taken on all trips;
- xvi) the staff inform students of expected behaviour when traveling on school related trips;
- xvii) staff have provided for reasonable supervision for the duration of the field trip;
- xviii) when overseeing the assignment of volunteers, the Principal is to be guided by Board Policy ES-5001 and Administrative Procedure ES-5002, "Volunteer Helpers in the School";

c) Staff Responsibilities

The lead supervisor shall ensure that:

- i) in the case of programs involving frequent trips away from the school, parents are provided with an activity summary in advance of any such activities;

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- ii) prior to seeking approval, objectives for the trip have been established and clearly articulated;
  - iii) the Principal's approval has been obtained before any announcement has been made to students or parents about the trip or monies collected;
  - iv) students and parents have been provided with a written description of the field trip;
  - v) copies of completed forms for all approved field trips are filed in the school office;
  - vi) the Principal is kept fully informed throughout the planning process;
  - vii) any changes in supervisors must be approved by the Principal;
  - viii) students are counseled regarding strategies to deal with responsibilities arising from their absence from school in terms of work, assignments, and tests missed;
  - ix) formal bookings or reservations are arranged well in advance to secure use of facilities and resources;
  - x) advance notification is provided to teachers of students who will be participating in the planned trip;
  - xi) all monies collected are handled in accordance with the Board's financial practices;
  - xii) they have pertinent information and equipment in their possession at all times (for example, medical information, first aid kit, home telephone numbers);
  - xiii) attendance is taken on the day of the field trip and reported to the office;
  - xiv) all equipment and supplies required for trip activities have been listed, located, secured and are in good working order;
  - xv) an itinerary has been prepared which contains each location and its proper:
    - a) name;
    - b) address;
    - c) telephone number; and
    - d) contact person with whom arrangements were made.
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- xvi) an itinerary has been prepared and distributed to the Principal, trip supervisors and parents;
- xvii) the students have been made aware of the rules for safety and conduct on the trip;
- xviii) all parents are provided with an Informed Consent/Permission Form (Appendix 5.5) itemizing the purpose of the trip, itinerary of activities, personal equipment requirements, supplies and clothing needs;
- xix) the signed Informed Consent / Permission Form (Appendix 5.5) is returned by the parent(s) in its entirety;
- xx) appropriate emergency procedures, for the field trip are developed, including the provision of appropriate alternative communication devices where necessary, and a copy of the procedures are submitted to the Principal;
- xxi) reasonable supervision is in place for the duration of the field trip;
- xxii) all appropriate regulations and guidelines have been understood and followed;
- xxiii) the "Out of School Travel" checklist (Appendix G) is completed and submitted and reviewed with Principal;
- xxiv) a procedure is developed for the collection of elementary student medications (if applicable);
- xxv) suitable assignments have been set out for the students remaining behind;
- xxvi) telephone contacts for all destinations are available in the event of a delay and a telephone contact list for all parents is available;
- xxvii) the lead supervisor has in their possession all the necessary medical information of the students attending the trip
- xxviii) an accurate passenger list is prepared and is available on all buses. A copy of the list is filed in the office prior to departure from the school. Passenger lists must contain the appropriate bus numbers. Once students have been assigned to a bus, they are not permitted to change buses;
- xxix) if transportation is other than a bus, a record is kept of students assigned to each vehicle;

xxx) a head count is taken at all arrival and departure points;  
and

xxxi) a debriefing meeting is conducted by the Principal following any trip, when necessary.

d) Supervision Requirements

Supervisors shall ensure that every precaution is taken to ensure the safety of students while on a field trip.

i) Approval and Selection of Staff Supervisors (Teachers and Non-Teachers)

a) The Principal must approve any and all persons wishing to participate as supervisors on any field trip;

b) The Principal shall ensure that the supervisors have adequate training and / or qualifications that suit the nature of the trip;

c) Any and all supervisors must provide a current criminal reference check prior to the commencement of the field trip;

d) The expectation is that all staff supervisors for the field trip shall come from the staff of the sending school.

ii) Credentials of Supervisors (Non Staff)

a) All field trips must have a staff member from the school as the approved leader;

b) All supervisors must be at least 21 years of age for elementary school trips and 25 years of age for secondary school trips;

c) It is preferred that one or all of the supervisors hold current first aid and CPR training certification;

d) Supervisors must have a criminal background check.

iii) Duties and Responsibilities of Supervisors

a) All supervisors, while on the field trip, are expected to follow the directions of the lead staff;

b) All supervisors are expected to attend pre-trip planning sessions.

iv) The supervisor shall ensure that he / she:

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- a) has read the “Out of School Travel” checklist for Field Trips / Excursions and that they understand and have agreed to carry out the duties and responsibilities as listed;
  - b) reports all behavior / supervision issues to the lead staff and / or Principal;
  - c) knows the school’s Code of Conduct;
  - d) is aware that the consumption of alcoholic beverages and non-prescription, illegal substances shall be prohibited throughout the duration of the field trip for all participants (students and adults);
  - e) is aware that smoking is prohibited in the presence of students;
  - f) refrains from any and all inappropriate activities;
  - g) works within the approved itinerary of the field trip;
  - h) continually reinforces the rules of safety and conduct with students in their charge;
  - i) is aware of emergency procedures and the location and contents of the first aid kit.
- v) Supervisor to Student Ratio
- a) The following minimum ratios are required with respect to field trips:
 

JK/SK	1:4 (required)
Primary	1:8 (required)
Junior Division	1:12 (required)
Grade 7 & 8	1:15 (required)
Secondary	1:20 (recommended)
  - b) There may be specialized activities (swimming, canoeing, etc.) where provincial or municipal regulations require a different supervision ratio or certified supervisors which must be adhered to;
  - c) For on-going curricular activities in grades 9 to 12, a ratio of one supervisor per class is required. Supervision shall be increased according to the nature of the specific field trip, particularly if that activity is categorized as high risk by OPHEA;
  - d) In consultation with the Principal and Specialized Services, supervision ratios shall be developed that allow for the safe participation of students requiring specialized services.
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## 4.5.2 EXCURSIONS

### a) General Guidelines

An excursion is considered an extension of the school; therefore, all rules and regulations that apply in school apply to excursions.

- i) School administrators reserve the right to cancel off-site activities where, in the opinion of the Board, the level of actual or potential risk has increased due to events or circumstances in the intended destination or on a global level. In such instances the Board absolves itself of responsibility for any financial loss incurred by participants;
- ii) Trillium Lakelands DSB does not normally support out of country elementary school excursions. If special circumstances warrant, an application may be made to the appropriate Superintendent for consideration by Directors Council;
- iii) All individuals taking part in the excursion, other than supervisors, are students of the school. (Any request for an exception to this rule must be sent to the Principal and forwarded to the appropriate Superintendent for approval);
- iv) If a student changes secondary schools within the Board before a planned excursion, special permission must be requested from the Principal and the appropriate Superintendent. A decision on this matter will be made by Directors Council;
- v) If a student leaves the Board before the excursion, he / she can no longer take part in the excursion.
- vi) Where a TLDSB student, with a gender-lived experience, participates in a school approved overnight excursion, that student shall be afforded shared accommodation with consenting peers of that lived gender. Should consenting peers be unavailable, private accommodation shall be arranged for the student.

### b) Principal Responsibilities

The Principal or designate will ensure that:

- i) unusual activity requests are submitted to the appropriate Superintendent for approval;

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- ii) all activities are appropriate for the age, physical and mental abilities of the students;
  - iii) safety be given the highest priority when considering a destination for an excursion current political, environmental and health advisories regarding the intended destination are adhered to and are closely monitored and cancellation provisions are in place;
  - iv) parents have read, completed and signed an Informed Consent / Permission Form (Appendix 5.6);
  - v) the Informed Consent / Permission Form (Appendix 5.6) is returned by the parent(s) in its entirety;
  - vi) parents are informed of the purpose, supervision, program and itinerary well in advance of the excursion;
  - vii) the excursion is shortened, cancelled or terminated at any time that, in the opinion of the principal, the excursion cannot proceed or be completed in a safe or satisfactory manner;
  - viii) all criteria / parameters of fundraising, as set out in Board policy and procedures, are adhered to;
  - ix) when overseeing the assignment of volunteers, the Principal is to be guided by Board Policy ES-5001 and Administrative Procedure ES-5002, "Volunteer Helpers in the School";
  - x) an appropriate educational program is provided for any student remaining at the school;
  - xi) all pertinent liability / insurance provisions are in place;
  - xii) when traveling to a foreign country, all students and supervisors are:
    - a) educated, and sensitive to the culture of the country of destination and instructed regarding appropriate conduct;
    - b) in possession of all necessary documentation in order to meet foreign customs requirements; and
    - c) aware of all recommended and/or required inoculations.
  - xiii) an administrator will be present for parent meeting(s) pertaining to international excursions;
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- xiv) staff have provided for reasonable supervision for the duration of the excursion;
  - xv) when a student's behavior on a trip is so disruptive and / or inappropriate as to prompt the immediate cancellation of his / her participation in the trip, the student is returned to school / home immediately, at the parents' expense. This decision will be at the discretion of the school's administration in consultation with the trip supervisor. The parent will be notified of this decision. All costs including adult accompaniment, if required, shall be at the parents' expense;
  - xvi) copies of completed forms for all approved excursions are filed in the school office;
  - xvii) all required information for out of province excursions is on file in the Superintendent's office 2 weeks prior to the start of the trip. This information consists of:
    - a) final list of chaperones on trip;
    - b) emergency contact list for all students, staff, and chaperones;
    - c) cell phone number to reach the lead supervisor, and, if applicable, a direct emergency contact number for the tour company;
    - d) direct contact information for each hotel / lodging at which a stay is planned;
    - e) final daily itinerary for students;
    - f) proof of cancellation insurance.
  - xviii) completed checklists (refer to appendices) for all approved excursions are filed in the school office;
  - xix) a first aid kit(s) must be taken on all excursions;
  - xx) staff are aware of any student's health or individual needs / challenges;
  - xxi) ensure that weather and road conditions are conducive to travel before students leave the region for an excursion. The appropriate Superintendent and the Superintendent responsible for transportation must be notified before final decisions are made.
  - xxii) staff inform students of expected behaviour when traveling on school related excursions;
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- xxiii) a debriefing meeting is conducted with the lead teacher following any excursion

c) Staff Responsibilities

The lead staff shall ensure that:

- i) prior to seeking approval, objectives for the excursion have been established and clearly articulated;
- ii) the Principal's approval and the appropriate superintendent's approval if applicable) has been obtained before any announcement has been made to students or parents about the trip or monies collected;
- iii) all parents are provided with an Informed Consent / Permission Form itemizing the purpose of the excursion, itinerary of activities, personal equipment requirements, supplies and clothing needs;
- iv) the signed Informed Consent / Permission Form (Appendix 5.6) is returned by the parent(s) in its entirety;
- v) all participants in out of country excursions have purchased trip cancellation insurance and out of country medical insurance. These amounts are to be included as part of the total cost. Schools are required to submit a copy of the school trip cancellation reimbursement policy to the appropriate Superintendent as part of the application for trip approval. Schools are required to provide a copy of the Travel Agency's trip payment schedule and refund schedule including all non-refundable items to the appropriate Superintendent as part of the application for trip approval. Schools are encouraged to book with Travel Agencies that have trip cancellation coverage that includes school Board determined cancellations;
- vi) hold a parent information meeting for all out of Province excursions. A record of attendance is kept for all parent meetings pertaining to the excursion. An administrator is present at parent meeting(s) pertaining to the excursion. The lead staff must ensure that an appropriate process is in place to provide information to a student and/or parent who cannot attend;
- vii) the Principal is kept fully informed throughout the planning process;

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- viii) any changes in supervisors are approved by the Principal and communicated to the appropriate Superintendent;
  - ix) formal bookings or reservations are arranged well in advance to secure use of facilities and resources;
  - x) the private vendor or facility operator has the necessary expertise and certification required to provide the services arranged;
  - xi) advance notification is provided to other teachers who will be impacted by the planned excursion;
  - xii) providing students and parents with a written description of the excursion;
  - xiii) students are counseled regarding strategies to deal with their school absence responsibility in terms of work, assignments, and tests missed;
  - xiv) attendance is taken on the day of the excursion and reported to the office;
  - xv) appropriate emergency procedures are developed, including the provision of appropriate alternative communication devices where necessary, and a copy of the procedures is submitted to the Principal;
  - xvi) a copy of all completed forms are filed in the school office for all approved excursions;
  - xvii) all monies collected are handled in accordance with the Board's financial practices;
  - xviii) the students have been made aware of the rules for safety and conduct on the excursion;
  - xix) all students bring proper identification (passports if necessary);
  - xx) reasonable supervision is in place for the duration of the excursion (see v) Supervisor to Student Ratio;
  - xxi) all appropriate regulations and guidelines have been understood and followed;
  - xxii) telephone contacts for all destinations are available in the event of a delay and a telephone contact list for all parents is available;

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- xxiii) the lead staff is aware and has documented the attendance of students with emotional and/or physical needs, including:
    - a) all documentation regarding any student's medical concerns and collection of applicable signed waivers for the administration of required medicines, including a photocopy of all required prescriptions; and
    - b) appropriate accommodations are in place in order that students requiring specialized services are able to participate;
  - xxiv) a procedure is developed for the collection of elementary student medications (if applicable);
  - xxv) aware of all recommended and / or required inoculations;
  - xxvi) suitable assignments have been set out for the students remaining behind;
  - xxvii) the "Out of School Travel" checklist (Appendix 5.7) is completed and submitted and reviewed with the Principal;
  - xxviii) pertinent information and equipment is in their possession at all times (e.g., medical information, first aid kit, home telephone numbers);
  - xxix) all equipment and supplies required for excursion activities have been listed, located, secured and are in good working order;
  - xxx) an itinerary has been prepared which contains each location and its proper:
    - a) name;
    - b) address;
    - c) telephone number; and
    - d) contact person with whom arrangements were made.
  - xxxi) an itinerary has been prepared and distributed to the Principal, trip supervisors and parents;
  - xxxii) an accurate passenger list is prepared and is available to all supervisors. A copy of the list is to be filed in the office prior to departure from the school;
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- xxxiii) a head count is taken at all arrival and departure points. A record is kept of students assigned to each vehicle, if applicable;
- xxxiv) a debriefing meeting is conducted with the Principal following any excursion.
- xxxv) when a student's behavior on a trip is so disruptive and / or inappropriate as to prompt the immediate cancellation of his / her participation in the trip, the student is returned to school / home immediately, at the parents' expense. This decision will be at the discretion of the school's administration in consultation with the trip supervisor. The parent will be notified of this decision. All costs including adult accompaniment, if required, shall be at the parents' expense;

d) Supervision Requirements

Supervisors must take every precaution to ensure the safety of students while on an excursion.

- i) Approval and Selection of Staff Supervisors
  - a) The Principal must approve any and all persons wishing to participate as supervisors on any excursion;
  - b) The Principal shall ensure that the supervisors have adequate training and / or qualifications that suit the nature of the trip;
  - c) Any and all supervisors must provide a current criminal reference check prior to the commencement of the excursion;
  - d) The expectation is that all staff supervisors for the trip / excursion shall come from the sending school.
- ii) Credentials of Supervisors (Non-Staff)
  - a) All excursions must have a staff from the school as the approved leader;
  - b) All supervisors must be at least 21 years of age for elementary school excursions and 25 years of age for secondary school excursions;

- c) At least one adult supervisor on any excursion shall be a staff from the school involved. For any overnight excursions in which students of both sexes are involved, both male and female adult supervisors shall be required;
  - d) It is preferred that one or all of the supervisors hold current first aid and CPR training certification.
- iii) Duties and Responsibilities of Supervisors
- a) All supervisors, while on the field trip, are expected to follow the directions of the lead staff.
  - b) All supervisors are expected to attend pre-trip planning sessions.
- iv) The supervisor shall ensure that he / she:
- a) has read the “Out of School Travel” checklist (Appendix 5.7) for Field Trips/Excursions and that they understand and have agreed to carry out the duties and responsibilities as listed;
  - b) reports all behavior / supervision issues to the lead staff and / or Principal;
  - c) knows the school’s Code of Conduct;
  - d) is aware that the consumption of alcoholic beverages and non-prescription, illegal substances shall be prohibited throughout the duration of the excursion for all participants (students and adults);
  - e) is aware that smoking is prohibited in the presence of students;
  - f) refrains from any and all inappropriate activities;
  - g) works within the approved itinerary of the excursion;
  - h) continually reinforces the rules of safety and conduct with students in their charge;
  - i) is aware of emergency procedures and the location and contents of the first aid kit.

- v) Supervisor to Student Ratio
- a) The following minimum ratios are required with respect to excursions:
  - b)
 

JK/SK	1:4 (required)
Primary	1:8 (required)
Junior Division	1:12 (required)
Grade 7 & 8	1:15 (required)
Secondary	1:20 (recommended)
  - c) In cases of international travel, every effort shall be made to ensure that more than one staff accompanies the students on the excursion. The suggested staff / student ratio is 1:10.
  - d) There may be specialized activities (swimming, canoeing, etc.) where provincial or municipal regulations require a different supervision ratio or certified supervisors which must be adhered to.
  - e) In consultation with the Principal and the Specialized Services Department, supervision ratios shall be developed that allow for the safe participation of students requiring specialized services.

## 5.0 APPENDICES

- 5.1 Approval for School Organized Field Trips
- 5.2 Approval for School Organized Excursions
- 5.3 Field Trips – Finance Accounting
- 5.4 Excursions – Finance Accounting
- 5.5 Informed Consent / Permission Form for Field Trips
- 5.6 Informed Consent / Permission Form for Excursions
- 5.7 Excursion Travel Checklist for Principals / Staff
- 5.8 All Participants’ Meeting Checklist for Staff / Supervisor
- 5.9 Volunteer Driver – Authorization to Transport Students
- 5.10 Consent / Permission – On-going Curricular / Co-Curricular Trips
- 5.11 S.O. Memo-0048 - Inclement Weather and Busing To and From Events

**APPROVAL FOR SCHOOL ORGANIZED FIELD TRIPS**

**All field trip forms must go to the Principal for approval. Under normal circumstances, allow a minimum of one month for processing.**

Date of Trip: \_\_\_\_\_

Destination: \_\_\_\_\_ City: \_\_\_\_\_

Educational Connection: \_\_\_\_\_  
\_\_\_\_\_ \* (attach itinerary)

Approximate Number of Students Involved: \_\_\_\_\_

Lead Supervisor: \_\_\_\_\_  
(First Name) (Last Name)

Other Supervisors (to meet Supervisory Ratio): \_\_\_\_\_  
\_\_\_\_\_

How is work being provided for students not participating? \_\_\_\_\_  
\_\_\_\_\_

How will students make up for work, assignments or tests missed while on the trip?  
\_\_\_\_\_

How is teacher coverage being provided for? \_\_\_\_\_

Accessibility issues have been considered to ensure that all students can participate

Proposed Financing (complete Appendix 5.3): Attached

Copy of the trip itinerary: Attached

If applicable, Volunteer Driver Authorization Form, (Appendix 5.9), is on file at school

Transportation: \_\_\_\_\_  
(Mode of Transportation and Company)

Departure Time: \_\_\_\_\_ Return Time: \_\_\_\_\_

\_\_\_\_\_  
Signature of Principal

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Staff

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Date of Submission



ES-5016 FIELD TRIPS & EXCURSIONS APPENDIX 5.2

APPROVAL FOR SCHOOL ORGANIZED EXCURSIONS

All in province excursion forms must go to the Principal and Appropriate Superintendent for approval. All out of province excursion forms must go to the Principal and Appropriate Superintendent for approval.

Date(s) of Trip: \_\_\_\_\_ In Province  Out of Province

Destination: \_\_\_\_\_

Educational Connection: \_\_\_\_\_

\_\_\_\_\_ \* (attach itinerary)

Approximate Number of Students who identify as: Male: \_\_\_\_\_ Female: \_\_\_\_\_ Other: \_\_\_\_\_

Where a TLDSB student, with a gender-lived experience, participates in a school approved overnight excursion, that student shall be afforded shared accommodation with consenting peers of that lived gender. Should consenting peers be unavailable, private accommodation shall be arranged for the student.

Lead Staff: \_\_\_\_\_ (First Name) \_\_\_\_\_ (Last Name)

Other Supervisors to meet Supervisory Ratio & Capacity (teacher, E.A., Parent, etc.):

\_\_\_\_\_(First Name) \_\_\_\_\_(Last Name) \_\_\_\_\_(capacity) \_\_\_\_\_(First Name) \_\_\_\_\_(Last Name) \_\_\_\_\_(capacity)

\_\_\_\_\_(First Name) \_\_\_\_\_(Last Name) \_\_\_\_\_(capacity) \_\_\_\_\_(First Name) \_\_\_\_\_(Last Name) \_\_\_\_\_(capacity)

How is work being provided for students not participating? \_\_\_\_\_

How will students make up for work, assignments or tests missed while on the trip?

How is teacher coverage being provided for? \_\_\_\_\_

Accessibility issues have been considered to ensure that all students can participate

Proposed Financing (complete Appendix 5.4): Attached

Copy of school trip cancellation reimbursement policy is attached  (for out of country trips)

Copy of the proposed trip itinerary is attached

If applicable, Volunteer Driver Authorization Form, Appendix 5.9, is on file at school

Transportation (or Travel Agency Used, if applicable): \_\_\_\_\_ (Mode of Transportation and Company)

Departure Time: \_\_\_\_\_ Departure Date: \_\_\_\_\_

Return Time: \_\_\_\_\_ Return Date \_\_\_\_\_

\_\_\_\_\_  
School Signature of Principal Date

\_\_\_\_\_  
Signature of Appropriate Superintendent Date

\_\_\_\_\_  
Signature of Staff Grade Date of Submission



**FIELD TRIPS - FINANCE ACCOUNTING**

**A. EXPENDITURES:**

Transportation: ..... \$ \_\_\_\_\_

Admission Charges: ..... \_\_\_\_\_

Meals:..... \_\_\_\_\_

Other (specify):..... \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

TOTAL EXPENDITURES: ..... \$ \_\_\_\_\_

**B. INCOME:**

School Budget: ..... \_\_\_\_\_

Other Sources (specify):..... \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

TOTAL INCOME: ..... \$ \_\_\_\_\_

**C. NET COST (A – B): ..... \$ \_\_\_\_\_**

**COST PER STUDENT (C ÷ NO. OF STUDENTS PARTICIPATING)..... \$ \_\_\_\_\_**



**EXCURSIONS - FINANCE ACCOUNTING**

**A. EXPENDITURES:**

Transportation: ..... \$ \_\_\_\_\_

Admission Charges: ..... \_\_\_\_\_

Meals:..... \_\_\_\_\_

Accommodation:..... \_\_\_\_\_

Other (specify):..... \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

TOTAL EXPENDITURES: ..... \$ \_\_\_\_\_

**B. INCOME:**

School Budget:..... \_\_\_\_\_

Other Sources (specify):..... \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

TOTAL INCOME: ..... \$ \_\_\_\_\_

**C. NET COST (A – B): ..... \$ \_\_\_\_\_**

**COST PER STUDENT (C ÷ NO. OF STUDENTS PARTICIPATING) ..... \$ \_\_\_\_\_**



**INFORMED CONSENT / PERMISSION FORM FOR FIELD TRIPS (Students under 18 years)**

Participants: \_\_\_\_\_

Description of Activity: \_\_\_\_\_

Date(s) of Trip(s): \_\_\_\_\_

Location: \_\_\_\_\_

Mode of Transportation (if personal vehicle, name of driver): \_\_\_\_\_

**THIS TRIP IS SANCTIONED AND APPROVED BY THE APPROPRIATE TRILLIUM LAKELANDS DSB OFFICIALS.**

\_\_\_\_\_  
Signature of Staff

\_\_\_\_\_  
Signature of Principal

**THIS FORM MUST BE READ AND SIGNED BY EVERY STUDENT WHO WISHES TO PARTICIPATE AND BY THE PARENT / GUARDIAN OF THE PARTICIPATING STUDENT.**

**ELEMENTS OF RISK:**

Educational activity programs, such as the activity described above involve elements of risk. Injuries may occur while participating in these activities. The chance of a student being injured can be reduced if your student behaves respectfully and appropriately and carefully follows instructions at all times while engaged in the activity.

If you choose to participate in the activity described above on the date listed, you must understand a condition of your student's participation is that you bear the responsibility for any injury that might occur.

Trillium Lakelands District School Board does not provide accident insurance coverage for student injuries that occur on school premises or during school activities. The Board makes available an Accident and Life insurance program through Reliable Life Insurance Company. Participation is voluntary and costs are to be paid by the parent or guardian. You may apply directly at [www.insuremykids.com](http://www.insuremykids.com) or by calling toll free 1-800-463-5437.

**ACKNOWLEDGEMENT AND PERMISSION:**

**I HAVE READ THE ABOVE. I UNDERSTAND THAT IN PERMITTING MY STUDENT TO PARTICIPATE IN THE ACTIVITY DESCRIBED ABOVE, I AM ASSUMING THE RISKS ASSOCIATED WITH MY STUDENT'S PARTICIPATION IN THE ACTIVITY. I HAVE REVIEWED WITH MY STUDENT THE NEED TO ACT RESPECTFULLY AND APPROPRIATELY AND TO CAREFULLY FOLLOW THE INSTRUCTIONS OF SUPERVISORS OF THE ACTIVITY.**

I acknowledge that I have read and accepted the terms of the foregoing paragraph and I give my student permission to participate in the activity described above on the date listed.

Specify any health considerations and/or special diet restrictions: \_\_\_\_\_

\_\_\_\_\_  
Name of Student (Print Clearly)

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Student Number

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent / Guardian

\_\_\_\_\_  
Date



**INFORMED CONSENT/PERMISSION FORM FOR EXCURSIONS (Students under 18 years)**

The \_\_\_\_\_ is arranging  
(name of school)

\_\_\_\_\_  
(description of activity)

\_\_\_\_\_  
(dates)

ITINERARY IS ATTACHED:

**THIS TRIP IS SANCTIONED AND APPROVED BY THE APPROPRIATE TRILLIUM LAKELANDS DSB OFFICIALS.**

\_\_\_\_\_  
Signature of Staff

\_\_\_\_\_  
Signature of Principal

**THIS FORM MUST BE READ AND SIGNED BY EVERY STUDENT WHO WISHES TO PARTICIPATE AND BY THE PARENT / GUARDIAN OF THE PARTICIPATING STUDENT.**

**ELEMENTS OF RISK:**

Educational activity programs, such as the activity described above involve elements of risk. Injuries may occur while participating in these activities. The chance of an injury occurring can be reduced if your student behaves respectfully and appropriately and carefully follows instructions at all times while engaged in the activity.

If you choose to participate in the activity described above on the date listed, you must understand that you bear the responsibility for any injury that might occur.

Trillium Lakelands District School Board does not provide accident insurance coverage for student injuries that occur on school premises or during school activities. The Board makes available an Accident and Life insurance program through Reliable Life Insurance Company. Participation is voluntary and costs are to be paid by the parent or guardian. You may apply directly at [www.insuremykids.com](http://www.insuremykids.com) or by calling toll free 1-800-463-5437.

**ACKNOWLEDGEMENT AND PERMISSION:**

**I HAVE READ THE ABOVE. I UNDERSTAND THAT IN PERMITTING MY STUDENT TO PARTICIPATE IN THE ACTIVITY DESCRIBED ABOVE, I AM ASSUMING THE RISKS ASSOCIATED WITH MY STUDENT'S PARTICIPATION IN THE ACTIVITY. I HAVE REVIEWED WITH MY STUDENT THE NEED TO ACT RESPECTFULLY AND APPROPRIATELY AND TO CAREFULLY FOLLOW THE INSTRUCTIONS OF SUPERVISORS OF THE ACTIVITY.**

I acknowledge that I have read and accepted the terms of the foregoing paragraph and I give my student permission to participate in the activity described above on the date listed.

Specify any health considerations and/or special diet restrictions: \_\_\_\_\_

\_\_\_\_\_  
Name of Student (Print Clearly)

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Student Number

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent / Guardian

\_\_\_\_\_  
Date

## EXCURSION TRAVEL CHECKLIST For Principals and Staff

		<u>Yes</u>	<u>N/A</u>
1.	<b>APPROVAL FOR SCHOOL ORGANIZED FIELD TRIPS/EXCURSIONS FORM (Appendix 5.1, 5.2)</b> <ul style="list-style-type: none"> <li>• Curriculum objectives outlined for the field trip / excursion have been stated <span style="float: right;"><input type="checkbox"/></span> <span style="float: right;"><input type="checkbox"/></span></li> <li>• Principal / Superintendent signatures have been received <span style="float: right;"><input type="checkbox"/></span> <span style="float: right;"><input type="checkbox"/></span></li> </ul>		
2.	<b>WAIVERS / CONSENT FORMS</b> <ul style="list-style-type: none"> <li>• Parent / guardian consents are complete and on file <span style="float: right;"><input type="checkbox"/></span> <span style="float: right;"><input type="checkbox"/></span></li> <li>• Aquatics testing results <span style="float: right;"><input type="checkbox"/></span> <span style="float: right;"><input type="checkbox"/></span></li> </ul>		
3.	<b>ITINERARIES</b> <ul style="list-style-type: none"> <li>• Arrangements have been finalized for the facilities (hotels, entrance fees for museums, galleries, restaurant reservations, group daytime tours) <span style="float: right;"><input type="checkbox"/></span> <span style="float: right;"><input type="checkbox"/></span></li> <li>• Copies of payments (advance entry) received from facilities <span style="float: right;"><input type="checkbox"/></span> <span style="float: right;"><input type="checkbox"/></span></li> <li>• Contact names and phone numbers of resource personnel at facilities <span style="float: right;"><input type="checkbox"/></span> <span style="float: right;"><input type="checkbox"/></span></li> </ul>		
4.	<b>TRANSPORTATION</b> <ul style="list-style-type: none"> <li>• Transportation arrangements meet Board procedures <span style="float: right;"><input type="checkbox"/></span> <span style="float: right;"><input type="checkbox"/></span></li> </ul>		
5.	<b>PASSPORTS</b> <ul style="list-style-type: none"> <li>• Students have a passport if travelling out of Canada <span style="float: right;"><input type="checkbox"/></span> <span style="float: right;"><input type="checkbox"/></span></li> <li>• Students have a photocopy of passport / birth certificate in suitcase <span style="float: right;"><input type="checkbox"/></span> <span style="float: right;"><input type="checkbox"/></span></li> </ul>		
6.	<b>SUPERVISION</b> <ul style="list-style-type: none"> <li>• Adequate supervision based on Board guidelines has been arranged <span style="float: right;"><input type="checkbox"/></span> <span style="float: right;"><input type="checkbox"/></span></li> <li>• List of all supervisors' names is on file at the school <span style="float: right;"><input type="checkbox"/></span> <span style="float: right;"><input type="checkbox"/></span></li> <li>• Supervisors / chaperones have been informed of trip itinerary, procedures <span style="float: right;"><input type="checkbox"/></span> <span style="float: right;"><input type="checkbox"/></span></li> <li>• All volunteers have completed criminal record checks <span style="float: right;"><input type="checkbox"/></span> <span style="float: right;"><input type="checkbox"/></span></li> <li>• All volunteers have been briefed regarding inappropriate behaviours <span style="float: right;"><input type="checkbox"/></span> <span style="float: right;"><input type="checkbox"/></span></li> </ul>		
7.	<b>SCHOOL STAFF</b> <ul style="list-style-type: none"> <li>• Other staff members in the school have been notified of this trip <span style="float: right;"><input type="checkbox"/></span> <span style="float: right;"><input type="checkbox"/></span></li> <li>• The student list has been circulated and approved by staff and Principal <span style="float: right;"><input type="checkbox"/></span> <span style="float: right;"><input type="checkbox"/></span></li> <li>• Work has been provided for students not participating <span style="float: right;"><input type="checkbox"/></span> <span style="float: right;"><input type="checkbox"/></span></li> </ul>		
8.	<b>SUPPLY TEACHERS</b> <ul style="list-style-type: none"> <li>• Arrangements have been made for on-call / supply teachers <span style="float: right;"><input type="checkbox"/></span> <span style="float: right;"><input type="checkbox"/></span></li> <li>• Payment for supply teachers has been arranged. This applies to teacher supervisors from other schools' staff. <span style="float: right;"><input type="checkbox"/></span> <span style="float: right;"><input type="checkbox"/></span></li> </ul>		
9.	<b>MEDICAL</b> <ul style="list-style-type: none"> <li>• Current student / supervisor medical information forms are complete and on file <span style="float: right;"><input type="checkbox"/></span> <span style="float: right;"><input type="checkbox"/></span></li> <li>• Photocopies of all prescription medication are completed and with supervisor <span style="float: right;"><input type="checkbox"/></span> <span style="float: right;"><input type="checkbox"/></span></li> <li>• Appropriate provisions have been made for the storage and administration of medication <span style="float: right;"><input type="checkbox"/></span> <span style="float: right;"><input type="checkbox"/></span></li> </ul>		

- |     |  |                          |                          |
|-----|--|--------------------------|--------------------------|
| 10. | <b>EMERGENCY PROCEDURES</b>  |                          |                          |
|     | • Have been discussed with and agreed to by the Principal  | <input type="checkbox"/> | <input type="checkbox"/> |
|     | • A “safe haven” has been described to students (i.e. Embassy, Host Hotel, Consulate, etc.), and emergency action plan discussed | <input type="checkbox"/> | <input type="checkbox"/> |
|     | • Students have and will carry hotel / host family telephone numbers / addresses   | <input type="checkbox"/> | <input type="checkbox"/> |
|     | • Telephone chain has been completed   | <input type="checkbox"/> | <input type="checkbox"/> |
|     | – to be tested upon arrival at destination   | <input type="checkbox"/> | <input type="checkbox"/> |
|     | • Alternate communication arrangements have been made, if required   | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. | <b>CARRIER / AGENCY</b>  |                          |                          |
|     | • Board sanctioned travel / tour agency has been retained  | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. | <b>FINANCES</b>  |                          |                          |
|     | • The opportunity for the trip has been offered to all students  | <input type="checkbox"/> | <input type="checkbox"/> |
|     | • Field trip / excursion expenses have been openly outlined to parents (costs itemized)  | <input type="checkbox"/> | <input type="checkbox"/> |
|     | • Fundraising – budget (proceeds and costs) outlined and submitted to parents and Principal                                      | <input type="checkbox"/> | <input type="checkbox"/> |
|     | • All students have individual cancellation insurance  | <input type="checkbox"/> | <input type="checkbox"/> |
| 13. | <b>PARENTS / STUDENT</b>   |                          |                          |
|     | • Attached checklist for the parent / traveller meeting has been completed and reviewed by all those travelling                  | <input type="checkbox"/> | <input type="checkbox"/> |

## ALL PARTICIPANTS' MEETING CHECKLIST For Staff / Supervisor

	Yes	N/A
<b>1. INFORMATION:</b>		
• An information meeting has been held where ALL participants and parents have attended;	<input type="checkbox"/>	<input type="checkbox"/>
• All arrangements have been thoroughly discussed with all participants and parents;	<input type="checkbox"/>	<input type="checkbox"/>
• All participants and parents have been provided with a written description of the itinerary;	<input type="checkbox"/>	<input type="checkbox"/>
• Accommodation telephone and addresses have been given to all participants and parents;	<input type="checkbox"/>	<input type="checkbox"/>
• A check list has been provided to all participants for personal equipment, money, money belts, appropriate clothing (which is respectful and appropriate for the country or city or event), meal costs;	<input type="checkbox"/>	<input type="checkbox"/>
• Room assignments have been put in place;		
• A reminder to all participants and parents, the trip can be cancelled or terminated at any time if, in the opinion of the principal, the excursion cannot proceed or be completed in a safe or satisfactory manner.	<input type="checkbox"/>	<input type="checkbox"/>
<b>2. SAFETY:</b>		
All participants have been instructed in safety measures regarding:		
• airport procedures (i.e. Behaviour protocol for going through customs, size and contents of carry-on luggage);	<input type="checkbox"/>	<input type="checkbox"/>
• identification procedures for luggage (i.e. Serial numbers of all equipment such as instruments and cameras has been recorded, place brightly coloured 'flag' tape on handles, lock and seal all cases and equipment, musical instruments are pre-measured and packaged);	<input type="checkbox"/>	<input type="checkbox"/>
• maps – participants should carry a copy of city and transit maps at all times;	<input type="checkbox"/>	<input type="checkbox"/>
• "Free Time/Swimming" – participants must stay in small groups and never go off alone in case of accident or illness, chaperone must be informed of small group destination;	<input type="checkbox"/>	<input type="checkbox"/>
• being streetwise – participants are encouraged to watch for pick pockets, con artists, etc.;	<input type="checkbox"/>	<input type="checkbox"/>
• action plan in case of emergency.	<input type="checkbox"/>	<input type="checkbox"/>
<b>3. DOCUMENTATION:</b>		
• All participants have been instructed to obtain the required documentation including photo identification (with a second copy to be kept in luggage), passports, health cards, immunization records, etc.;	<input type="checkbox"/>	<input type="checkbox"/>
• Participants are encouraged to purchase a travel security pouch for documents.	<input type="checkbox"/>	<input type="checkbox"/>
<b>4. BEHAVIOUR:</b>		
• Participants have been made aware and agree to Trillium Lakelands DSB expectations for out-of-school trips and that all school rules apply while travelling (no alcohol, drugs, disruptive or rude behaviour) and that any misconduct may result in the participant being sent home at the parent / guardian's expense;	<input type="checkbox"/>	<input type="checkbox"/>
• Travel etiquette has been explained including how to behave appropriately while travelling with business people, flight attendants etc.;	<input type="checkbox"/>	<input type="checkbox"/>
• Accommodation etiquette has been explained including behaviour in hotels and with host families (including encouragement to respect other's needs and to help out where needed);	<input type="checkbox"/>	<input type="checkbox"/>
• Respect for roommates while travelling has been explained;	<input type="checkbox"/>	<input type="checkbox"/>
• Laws and cultural differences within the country(s) travelled have been explained and proper precautions have been outlined (i.e. Clothing, manners, language, toilet facilities, gypsies, etc.).	<input type="checkbox"/>	<input type="checkbox"/>

5. MONEY:

- Participants have been encouraged to not carry a lot of cash while travelling and to obtain other forms for payment (caution participants about using bank machines as they may not always work);
- Cost of currency exchange has been explained.

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

6. GROUP ACCOUNTABILITY:

- Group ratios have been explained to all participants;
- Student leaders have been assigned for each group to help with attendance checks;
- All participants agree to respect timelines for itinerary and curfews and to be prompt for meeting times while travelling.

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

## VOLUNTEER DRIVER AUTHORIZATION TO TRANSPORT STUDENTS

**Thank you for volunteering. As a driver you are responsible to provide a vulnerable sector check.**

This will authorize \_\_\_\_\_  
(name of staff or other volunteer driver)

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

\_\_\_\_\_

3. Vehicle Information: Make: \_\_\_\_\_ Year: \_\_\_\_\_ Licence #: \_\_\_\_\_

Date	School Name	Principal's Signature
------	-------------	-----------------------

**NOTE: ALL "TRIP DRIVERS", INCLUDING VOLUNTEER DRIVERS, ARE ADVISED THAT, IN ORDER TO BRING INTO EFFECT THE BOARD'S EXCESS LIABILITY INSURANCE, THEY MUST:**

- (a) Use an appropriately licensed automobile which carries valid automobile Third Party Liability insurance as required under Ontario legislation;
- (b) Provide the school Board with prompt written notice, with particulars, of any accident arising out of the use of a licensed automobile during a trip on Board-related business;
- (c) Be aware that the school Board's Excess Automobile Liability insurance comes into effect only after the vehicle owner's primary Third Party Liability Insurance limit has been exhausted;
- (d) Be aware that any damage to the volunteer's vehicle and the cost of any insurance deductible or premium adjustment as the result of an accident while the vehicle is being used on Board-related business is NOT covered by the school Board's Excess Automobile Liability insurance.

N.B. A "trip driver" is defined as any person authorized by the Board who has agreed to be a driver for a certain trip while they are driving their own or another licensed automobile. This includes, but is not limited to: Trustees, employees, teachers, parents, volunteers, and officials of the school Board. "Trip drivers" who use their personal vehicles for transporting students to student activities should advise their insurance carrier.

### DECLARATION TO BE SIGNED BY DRIVER

I declare that I have read the foregoing and I confirm that I hold a valid driver's license (Class G if carrying passengers other than immediate family) and am authorized to drive in Ontario, my vehicle is insured by a valid automobile liability insurance policy as required by Ontario law, and a minimum of \$1,000,000 automobile Third Party Liability insurance is in effect.

I declare that the vehicle described above is mechanically fit and that there are seat belts in working condition for all passengers.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### DECLARATION TO BE SIGNED BY OWNER (IF DRIVER DOES NOT OWN THE VEHICLE)

I declare that I have authorized \_\_\_\_\_ to drive my vehicle to transport students participating in the school event(s) listed on this form.

I declare that he/she holds a valid license (Class G2 or higher), is authorized to drive and is insured as an operator under the vehicle's liability insurance.

I declare that the vehicle described is mechanically fit and that there are seat belts in working condition for all passengers.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**PARENT / GUARDIAN CONSENT FORM  
*On-Going Field Trips***

This consent form relates to:

1) Off-campus activities that are part of the course curriculum and occur as a planned part of the program, such as:

- local community trips for a variety of purposes such as the park, library, or fire hall;
- physical education recreation courses, including bowling, curling, or golf;
- geography and / or urban / physical studies in the local area; and
- music classes performing locally.

OR

2) Any scheduled off-campus events, such as sports or music that occur frequently as part of the co-curricular activity (band, team, etc.), such as:

- sports team tournaments or league games; and
- performances by a choir, band and / or drama group or attendance at competitions.

Class or Team / Club: \_\_\_\_\_

School Year: \_\_\_\_\_ Teacher-in-charge: \_\_\_\_\_

School: \_\_\_\_\_

<b>Dates of Activities</b>	<b>Location</b>

see attached for additional dates

**ELEMENTS OF RISK:**

Educational activity programs, such as the activity described above involve elements of risk. Injuries may occur while participating in these activities. The chance of a student being injured can be reduced if your student behaves respectfully and appropriately and carefully follows instructions at all times while engaged in the activity.

If you choose to participate in the activity described above on the date listed, you must understand a condition of your student’s participation is that you bear the responsibility for any injury that might occur.

Trillium Lakelands District School Board does not provide accident insurance coverage for student injuries that occur on school premises or during school activities. The Board makes available an Accident and Life insurance program through Reliable Life Insurance Company. Participation is voluntary and costs are to be paid by the parent or guardian. You may apply directly at [www.insuremykids.com](http://www.insuremykids.com) or by calling toll free 1-800-463-5437.

**ACKNOWLEDGEMENT AND PERMISSION:**

**I HAVE READ THE ABOVE. I UNDERSTAND THAT IN PERMITTING MY STUDENT TO PARTICIPATE IN THE ACTIVITY DESCRIBED ABOVE, I AM ASSUMING THE RISKS ASSOCIATED WITH MY STUDENT'S PARTICIPATION IN THE ACTIVITY. I HAVE REVIEWED WITH MY STUDENT THE NEED TO ACT RESPECTFULLY AND APPROPRIATELY AND TO CAREFULLY FOLLOW THE INSTRUCTIONS OF SUPERVISORS OF THE ACTIVITY.**

I acknowledge that I have read and accepted the terms of the foregoing paragraph and I give my student, permission to participate in the activity described above on the date listed.

**Parent / Guardian: Please complete the information below, record the dates on your home calendar, and return the form in its entirety to the school.**

\_\_\_\_\_ has my permission to participate in the on-going field trips  
(name of student)

as described herein, for the \_\_\_\_\_ school year.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Home Telephone Number

\_\_\_\_\_  
Work Telephone Number

\_\_\_\_\_  
Signature of Principal

\_\_\_\_\_  
Date



TRILLIUM LAKELANDS DISTRICT SCHOOL BOARD

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## MEMORANDUM

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**S.O. Memo:** S.O. - 0048

**DATE:** October 3, 2016

**TO:** Secondary Administrators

**RE:** Inclement Weather and Busing to and from Events

**FROM:** Bruce Barrett, Superintendent of Learning

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As the weather begins to change it provides an excellent opportunity for school administrators to review travel expectations with school staff. Although we have reviewed these steps before, we understand Principals, Vice-Principals, teachers and staff continue to receive pressure to make decisions that are counter to the safety of the staff and students in our care. To that end, we ask that you reemphasize the following protocol with coaches, staff taking field trips/excursions, parents, and/or any other individuals that might attempt to convince you otherwise.

On an inclement weather day:

1. All events that require school travel are cancelled (whether bus, car or van rental, or parent transport)
2. In addition, it is not acceptable to shift a transport departure time prior to the (usual) 6 am call for an inclement weather day. **That is, it is not permissible to leave at 5:30 am** so that a team, or group of students, is on the road prior to a Board decision to call an inclement weather day.

**This freeze on travel applies to the departure location, intermediary locations, and the destination location, such that; teams or groups of students may not leave in any of the situations listed below either to embark on a trip or return from a trip:**

1. Leave from an area of our Board, or any other Board, under an inclement weather day.
2. Travel through a School Board on an inclement weather day.
3. Depart to any School Board destination that is on an inclement weather day.

Schools, staff, teams, students, and families must be aware that these decisions may result in lost costs associated with registration and tournament fees, event tickets, and possibly additional lodging costs, but these lost or added costs are minimal when compared to the catastrophic implications of motor vehicle accidents associated with inclement weather.

With respect,  
Bruce Barrett  
Superintendent