

## ADMINISTRATIVE GUIDELINE

**Title: School Trips**

**Effective Date: February 11, 2025**

**Responsibility: Superintendent of Program and Schools**

The Near North District School Board supports efforts of staff to provide meaningful out-of-classroom activities for students and recognizes that these activities enhance classroom and school objectives. These activities are extensions of the learning taking place within the classroom. There must be clearly stated, reasonable and attainable educational objectives which are part of ongoing school activities. This guideline is designed to assist in planning school trip experiences to ensure that risks are managed while promoting the educational value of the activity. This will be communicated to stakeholders in a School Trip Preparedness (STP) format. All school trips must be directly linked to the overall expectations of the Ontario Curriculum and its related opportunities for experiential and cultural learning.

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### **1.0 Definition of School Trips**

Any “out-of-classroom” activity is considered a School Trip. Therefore, it must be organized on the basis of this Guideline and where appropriate, on the basis of the OPASSE (Ontario Physical Activity Safety Standards in Education), which is overseen by the Ontario Physical and Health Education Association (OPHEA). To ensure all guidelines are met, any relevant OPASSE guideline(s) must be linked to the [Principal and Superintendent Information Form](#) (Appendix G) and/or incorporated into the School Trip Preparedness (STP) information document.

The OPASSE guidelines are frequently updated. Reference to the most current OPASSE guideline must be used when planning school trips and should be referenced from the OPHEA website. Teacher should default to the most updated OPASSE guidelines, as opposed to this Administrative Guideline, when creating School Trip Preparedness documents.

If an activity is not listed in as an OPASSE guideline, the activity may not be appropriate for school trips. An activity must not be one of those set out in the list of prohibited activities (see [Section 15](#)). In all cases, care must be exercised to ensure that adequate supervision is in place and that the recommended ratio of supervisors to participants is followed.

### **2.0 Equipment Considerations**

OPASSE guidelines regarding required equipment, clothing, footwear and personal protective equipment must be adhered to. CSA hockey helmets shall not be interchanged with bicycle helmets. To decide which helmet to use for which activity, consult the Helmets section found at [parachute.ca](http://parachute.ca). If students are permitted to bring their own equipment, it must be in good working order and shall not be shared with others. OPASSE elementary and secondary guidelines on ice skating state that staff shall communicate the requirement of wearing a CSA approved hockey helmet. Staff shall model safe sports practice by wearing helmets during the activities. Detailed information about Helmet requirements, Safety Standards Associations and/or certification standards, can be found on the activity/sport pages within the Equipment section of the OPASSE guidelines.

### **3.0 Medical Forms for School Trips**

Medical forms ([Appendix F](#)) for each student shall be completed at the start of each year and need to be screened by the trip leader beforehand to ensure that each participant is medically fit to participate. The form must be filled out by the parent or student (who is 18 or older) and must be taken on school trips that are Level 2, 3, or 4. At the beginning of the school year, the school will send out a Student Medical Form ([Appendix F](#)). This form must be completed, and the information entered into the Student Information System (SIS). It is not necessary to complete another Student Medical Form ([Appendix F](#)) for each School Trip, however parents must be reminded to update medical information throughout the year and will be given a reminder to do so when School Trip forms are sent home.

### **4.0 Prevalent Medical Conditions**

Students with prevalent medical conditions must be identified in advance of trip planning (see [Supporting Students with Prevalent Medical Conditions Administrative Guideline](#) for more information). The School Trip section of that Guideline provides both general and condition-specific information which must be followed.

### **5.0 Informed Parental Consent**

Informed parental consent is required, and the school must provide the parent(s)/guardian(s) with sufficient information to make an informed decision about whether their child should participate. A School Trip Preparedness (STP) information document must be prepared by the lead teacher and provided to all parents. See [Section 17 School Trip Preparedness](#) and [Appendix B](#) for more information.

The following details must be provided to parent(s)/guardian(s) as part of the STP so that an informed decision can be made:

- a. The 5 Ws (who is going, what students are doing, when it is happening, where it is happening, how they will be transported to the location and why the trip is important i.e. rationale for going).
- b. Google map link of proposed destination and/or site specific information, such as destination website.
- c. The ratio of leaders to students attending (must meet supervision requirements).
- d. Connections to the Ontario Curriculum and/or specific course of study.
- e. Identification of inherent or real risk on site and the safety guidelines (including OPASSE guidelines) that must be followed by all participants including appropriate equipment, clothing and footwear.
- f. Cost of the activity and items required by students (such as food, water, etc.)
- g. Procedures in case of an emergency, including contact information of the School Trip leader.

If a parent does not sign or marks out any part of the consent form, it shall be interpreted as the parent's unwillingness to accept the risk of the activity and the student shall not be allowed to participate. A sample [Parental Consent Form for School Trips](#), which outlines the activities and elements of risk, is attached ([Appendix D](#)). A sample [Student Consent Form for School Trips](#) must be signed by students who are 18 years of age or older ([Appendix E](#)). If not signed they shall not participate.

### **6.0 Accident Insurance**

The Near North District School Board does not provide accidental death, disability dismemberment or medical expenses insurance for students. Inexpensive student accident insurance is available through the Board at the beginning of each school year. Forms can be obtained through the Board and through the Health and Safety Department throughout the school year.

- Out-of-country/Out-of-province medical insurance must be obtained by each student for all travel outside Ontario as a condition of being allowed to participate in the activity.
- Any requests by third party operators for certificates of insurance must be forwarded to the Health and Safety Officer. Request confirmation that the operator carries liability insurance must be obtained.

### **7.0 Transportation**

Transportation should be on Consortium approved school buses as much as possible. 15-seat passenger vans must not be used. The Principal will arrange transportation at least 5 days prior to the School Trip. A list of all students, volunteers, drivers, staff and license plate numbers will accompany the supervisor on each bus. One copy will remain at the school and one copy will be in the possession of the School Trip contact person.

- Volunteer drivers must sign the Volunteer Driver Form ([Appendix C](#)) and secondary school students must not be used as drivers. Staff and volunteers must meet school board requirements for insurance (\$1,000,000 in third party liability) and licensing. Volunteer drivers must comply with the Volunteer Administrative Guideline including obtaining a criminal reference check.
- On all outdoor School Trips, a vehicle for emergency purposes must be accessible. If taxis are being used, a list of all students in each vehicle will be prepared. For extended School Trips, transportation must be booked through a licensed carrier and the Consortium must be contacted to determine the number of continuous hours the driver may drive before a break must be scheduled.
- Parental permission forms are required for team travel and parent(s)/guardian(s) are to be informed when the school is unable to provide transportation.
- Before departing for an overnight School Trip, parents must be given the name and telephone number of the School Trip contact person who will be available on a 24 hour basis and an itinerary will be provided. A parent information session is suggested in advance of any overnight School Trip.

## **8.0 Water Activities**

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

OPASSE distinguishes between pool swimming and lake/pond/river swimming. In both pool or lake environments, students may participate in instructional or leisure/recreational swimming. Supervising teachers must therefore clearly indicate the environment in which the swimming will occur (pool versus lake/pond/river) and the type of swimming students will participate in (instructional versus recreational).

OPASSE also distinguishes between designated swimming areas and non-designated swimming areas in lakes/ponds/river, which could be pertinent information for outdoor education/back country trips.

Trip supervisors are required to consult and follow the OPASSE guidelines that pertain to their swimming environment and type. Supervisors must ensure that the proper supervision ratios for their swimming environment and swimming type are met.

Where students will be participating in designated or non-designated swimming in a lake/pond/river for the purpose of leisure/recreation, **NNDSB requires that all participants wear a personal flotation device (PFD) regardless of their swim test results.** This will ensure the highest level of safety possible.

Furthermore, anytime that students are near the water, consideration for flotation devices should be discussed between the supervising teacher and school principal to review the designated activity, the purpose of the trip, students' proximity to water, the depth of the water, and the likelihood of student(s) being unexpectedly in the water. This might include stream or pond studies, for example.

All students must satisfy OPASSE's swim test requirements in order to participate in any activities on water (canoeing, swimming, paddle boarding, etc.).

OPASSE swim test requirement must be followed and can be found on their website.

- i) Students must successfully complete the swim test, with or without a personal flotation device (PFD):
- ii) Students who pass the swim test wearing a PFD must wear a PFD (a lifejacket is recommended) when on a dock or when at a shoreline where the depth of the water is deemed a risk.
- iii) Results of the swim test, and any corresponding requirement to wear a PFD, must be communicated to parents before the student departs on the School Trip.
- iv) Lifejackets/PFDs must be Transport Canada approved, as identified by OPASSE.

For Canoe/Boating Trips, the minimum requirements outlined in Transport Canada's [Safe Boating Guide](#) must be followed.

### **9.0 Emergency Planning**

Teachers must plan beforehand how to access emergency medical care and must prepare an emergency action plan as part of the School Trip Preparedness (STP) information document. The "buddy system" shall be used, which allows for faster head counting in case of an emergency. A complete list of all contact names shall be contained in the STP information document. In the event of an emergency situation, a meeting area will be arranged ("mustering station"). The STP information document will also include procedures for notifying parents in the case of emergency.

Supervisors qualified in CPR and First Aid must be available for high risk activities as defined by OPASSE. For higher risk sports, the host school is required to provide first aid coverage by qualified personnel throughout the activity or performance.

### **10.0 Educational In-School Decisions**

In selecting a School Trip, the maturity of the students and the curriculum being studied must be considered.

Trips that do not reflect the curriculum, or do not have a clear educational purpose, or cannot be adequately supervised, will not be considered or approved. Examples of such activities include, but are not limited to, trips to amusement parks that involve large groups of students on their own for the day to enjoy rides. When on a School Trip, students must be supervised by an approved chaperone at all times.

Teachers are encouraged to maximize student participation when establishing objectives and planning the trip to allow for curriculum connections and optimal attendance by all students.

Students/parents may be asked to pay toward the cost of the School Trip, but the Principal shall ensure that no student is left out because it is a hardship for the payment to be made.

No student should be denied access to a School Trip due to behaviour issues. All School Trips should be carefully planned to ensure the success of all students, with supports put in place to allow every student to attend.

Parents are encouraged to volunteer, provided they meet the requirements as set out in the Volunteer Administrative Guideline. The costs of a School Trip are expected to be affordable to students and the costs, including fund raising, will be reviewed by the Principal before booking. The Principal shall

oversee all fundraising to ensure it conforms to Board policies. Arrangements must be made for an

accounting of funds including the collection of money and expenditures for the School Trip. As well, a refund policy must be established in the event of the School Trip being cancelled or a student unable to attend. Supervisors and volunteers must report any inappropriate conduct to the Principal or designate. They are expected to adhere to the itinerary, to dress appropriately and follow the Board's Code of Conduct.

### **11.0 Out-of-Province/Out-of-Country Travel**

In addition to the other considerations mentioned throughout this Guideline, teachers must check with the Department of Foreign Affairs and International Trade Canada before travelling to foreign destinations and follow the recommendations of the Department (call 1-800-267-6788 for issues related to security and safety of travelers) and must ensure that out-of-province- or out-of-country medical insurance has been purchased by the participants. If no coverage is in place, the student shall not participate.

### **12.0 Excursions within Walking Distance of the School**

Principals have the option of using the [Walking Excursion Form \(Appendix H\)](#) to cover low-risk School Trips in instructional time within walking distance of the school. Appropriate supervision shall be approved on a case-by-case basis by the Principal. The teacher and Principal will notify parent(s)/guardian(s) of the activity, location, date, and time through newsletters, web sites, or notes in school planners/agendas and shall obtain the consent of parent(s)/guardian(s) through the Walking Excursion Form ([Appendix H](#)).

### **13.0 Series of Scheduled Events or Class Activities**

Where the School Trip involves a series of related or repeated events or activities to the same destination or for the same purpose, the teacher shall prepare a schedule of activities and a single permission form with specific dates/times will be submitted for approval as one School Trip.

### **14.0 Outdoor Education: General Best Practices**

Prior to any outdoor School Trip the appropriate OPASSE guideline(s) shall be consulted for assistance in trip preparation and risk management. OPHEA may also be contacted directly by telephone or email. Complete, detailed, and accurate School Trip Preparedness information documents are of particular importance when planning outdoor School Trips, including any necessary student preparation required for the School Trip, access to medical care or emergency services, and consideration of any inherent risks.

### **15. Prohibited Activities**

Certain excursion activities will not be approved, as they are deemed to be unsafe because of high or multiple risk factors. The following activities are **prohibited on the basis of high risk**:

- i. **Travel:** excursions to natural disaster areas (e.g. earthquake, flood, hurricane, tornado); excursions to war zones-imminent or existing; excursions to regions with political or civil instability (e.g. civil war, terrorism); and excursions requiring the use of non-commercial aircraft, (e.g. private planes).
- ii. **Fun Fairs/Pep Rallies:** dunk tanks; hot air balloon rides; aircraft or helicopter rides from school property; demolition of derelict vehicles, equipment or buildings; diving into or sliding on foam, mud, ice or snow; use of firework displays or other pyrotechnic devices; use of air filled "fun structures"; and skydiving.



- iii. **Extreme Sport Activities:** skydiving; downhill mountain biking; cliff rappelling; firing ranges; bungee jumping; paint-ball warfare games; rock-climbing/bouldering; ice fishing; water parks; amusement park rides.
- iv. **High Risk Sports/Activities at the Elementary level:** baseball – hardball; dragon boating; canoe tripping; sailing; rock climbing; tackle rugby; high jump (junior elementary students); tackle football; trampolines; winter tent camping; javelin, pole vault and discus.
- v. **Water-related activities:** white water rafting; white water canoeing; white water kayaking; swimming in fast moving rivers or streams; use of backyard pools. See Section 8 for more information about water activities.

The following activities must be carefully controlled and professional supervision provided where appropriate: animal rides; climbing walls; downhill skiing, archery; canoeing; kayaking; swimming; skating with properly fitted CSA hockey helmets; cross-country skiing (see OSBIE [School Board/Snow Resort Safety Guidelines](#)); skateboarding; wilderness or winter camping; snowboarding; snowblading, snow tubing and sliding; high jump (intermediate and senior students only) and pole vaulting. Scuba diving and snorkeling may occur in a curricular class setting, with proper supervision ratios, under the direction of staff with appropriate qualifications/certifications.

For other high-risk activities, contact the Superintendent of Program and Schools for approval. The requirements of the OPASSE Guidelines, if applicable, must be met in all cases.

## **16. Waivers and Release Forms**

When planning a School Trip, great care must be taken when asked to sign a Release by an outside organization. The Board has the power to refuse to sign a Release. Organizers must not sign release forms issued by facility operators or agree to issue Certificates of Insurance naming commercial operators (resorts, ski hills, recreational facilities) as an additional insurer. Organizers must not sign a document that includes an indemnification clause in favour of the facility or third party operator.

## **17. School Trip Preparedness**

The School Trip Preparedness (STP) information document is the initial visual or "infomercial" overview of the School Trip. It engages the various audiences: students, parents, administrators, the community (police, fire and paramedic services) and third party providers. It is intended to provide parents with meaningful information about the School Trip so that they can make informed decisions about their child's safety and subsequent participation.

Once the School Trip is approved, a copy of the STP information document must be located in a visible, easy to access place in the school office for quick reference.

The STP information document must include the following pieces and be provided to the Principal prior to approval for all Level 1-4 School Trips. The complexity of the STP will depend on the level of School Trip and will therefore vary in length/detail.

- A) Activity Itinerary including an overview of the 5Ws:
  - ii. why the trip is important i.e. rationale for going
  - iii. who is going
  - iv. what students are doing
  - v. when it is happening
  - vi. where it is happening

- B) Google map link of proposed destination for emergency services;
- C) Site specific information, such as destination's website;
- D) The ratio of leaders to students attending (must meet supervision requirements as set forth by OPASSE and board policy). This must include the names of staff who can fill in should the lead teacher/supervisor be unable to attend the School Trip;
- E) Connections to the Ontario Curriculum and/or specific course of study;
- F) Identification of inherent or real risk on site (include pictures where possible);
- G) Safety guidelines that must be followed by all participants (including OPASSE) including appropriate equipment, clothing and footwear;
- H) Cost of the activity and items required by students (such as food, water, etc.);
- I) Detailed explanation of how students will be transported to and from the School Trip with clearly marked pick-up and drop-off information included on a visual representation (such as a map or diagram) along with a mustering area in case of emergency;
- J) [Parental Consent Form for School Trips](#);
- K) Plans for students with prevalent medical conditions and/or other medical needs;
- L) [School Trip Information and Approval Form](#) for Principal or Superintendent signature;
- M) Results of Swim Tests (if applicable) and proof of parent communication for students deemed "non-swimmers" (See OPASSE guidelines and [Section 8](#)).

### **17.1 Additional Safety Management Plans to be included in STP information documents for Level 2, 3 and 4 School Trips**

The Safety Management Plan portion of the STP is required for Level 2, 3, and 4 Trips, and will include:

- i. Itinerary and a route map (including risks, counter measures, and escape plans in the event of road closures or other en route issues);
- ii. A phone "check in" schedule that is mutually acceptable between the Principal and supervising teacher;
- iii. Information about where the School Trip group can be reached at times other than the arranged phone "check in" schedule;
- iv. Local emergency numbers in the School Trip area. School Trip leaders must notify emergency personnel in the area of their plan and provide them with a map link of their destination;
- v. Contingency plans in the event of bad weather, illness, or injury;
- vi. An equipment list that includes appropriate safety, first aid, and communication devices (cell or satellite phones);
- vii. A complete list of all modes of transportation and drivers;
- viii. A full participant list that includes volunteers and teachers;
- ix. Home or emergency contact numbers for all School Trip participants;
- x. Copies of [Student Medical Forms](#) (Level 2-4 trips only);
- xi. Copies of passports for all students (for international School Trips);

For School Trips involving water-based and/or wilderness-based activities, the following additional requirements must be satisfied and documented:

- xii. The minimum requirements of Transport Canada's [Safe Boating Guide](#) must be followed, and required equipment used where applicable;
- xiii. Proof of pre-School Trip skills/qualifications of each School Trip leader/chaperone must be submitted with the School Trip request;
- xiv. Students must satisfy OPASSE swim test requirements in order to participate;



- xv. Results of the Swim test must be communicated to parent(s)/guardian(s) in advance of the School Trip, and documented in the STP;
- xvi. Participants must wear correctly fitted/fastened Transport Canada approved personal floatation devices (PFD)/lifejackets when approaching and on the water in a boat/kayak/canoe as recommended by OPASSE.

**18.0 School Trip Approval Process:**

1. The Principal must approve all School Trips before additional permissions are sought. Approvals must be complete before any communication about School Trips is made to students and parents.

2. School Trips may be refused due to the following:

- Inappropriate timelines;
- Safety;
- Equity of participation;
- Little or no linkage to curriculum;
- Cost; and
- Lack of appropriate supervision.

School Trips are for Near North District School Board students, staff, and approved chaperones only.

3. All School Trips must be directly linked to the overall expectations of the Ontario Curriculum and its related opportunities for experiential and cultural learning.

4. All School Trips must adhere to the relevant Near North District School Board policies and most up to date OPASSE guidelines.

5. Parent(s)/guardian(s) must receive all relevant School Trip information before consent is requested. See [Section 5 Informed Parental Consent](#) and [Section 17 School Trip Preparedness](#). Appropriate consent forms must be received in advance of all School Trips.

6. A copy of the [Student Medical Form](#) and the [Parental Consent Form](#) must accompany each School Trip as part of the STP information document as described in this Guideline.

7. Where School Trips are part of the athletic (co-instructional) program, teachers are to follow requirements outlined in the OPASSE Guidelines, in coordination with this Guideline. The appropriate permission forms for participating must be completed by determining the level of the School Trip. See [Section 19](#) for more information about School Trip Levels.

## **19.0 School Trip Levels**

### Level 1 School Trips: Principal Approval Required

Level 1 School Trips involve brief (one day or less) educational visits to local or provincial points of interest such as:

- i. Community visits to the local fire hall, police station, bakery, local museum, local library, etc.;
- ii. Travelling by school bus to local or regional destinations – local landfill site, sugar bush, other schools for athletic, drama or music activities, theatre performances;
- iii. Supervised swimming instruction with Lifeguard/Instructor supervision for a recognized instructional swimming program (aquatic centers, municipal and institutional pools); and/or
- iv. Recreational activities that meet OPASSE guidelines.

The Principal and teacher in charge of the School Trip will ensure that:

- i. School Trip forms (Parental Consent, Student Consent) are completed by the supervising teacher of the trip and submitted to the Principal of the school(s) involved for approval, recommended at least two weeks prior wherever possible, to the School Trip;
- ii. A STP information document is completed and available in the school office. A copy must accompany the teacher in charge on the School Trip
- iii. The school/Board Code of Conduct is enforced during the School Trip.

### Level 2 School Trips: Principal Approval and Superintendent Approval Required

Level 2 School Trips include:

- i. School Trips outside the province (but within Canada)
- ii. School Trips of more than one day in length, but less than five (5) days within and outside the province;
- iii. Local camping trips where participants are within 2 hours of access to medical or emergency care services.

The Principal and teacher in charge of the School Trip will ensure that:

- i. School Trip forms (Parental Consent, Student Consent, Student Medical Form) are completed by the supervising teacher of the School Trip and submitted to the Principal of the school(s) involved for approval, at least one month prior to the School Trip;
- ii. The completed request form is forwarded to the appropriate Superintendent at least one month prior to the School Trip;
- iii. A STP information document is completed and available in the school office, including a Safety Management Plan. A copy of the STP must accompany the teacher in charge on the School Trip;
- iv. The school/Board Code of Conduct is enforced during the trip;
- v. Communication technology (cellular phone) is available for all Level 2 School Trips;
- vi. A Parent/Guardian information meeting must be held in advance of the School Trip;

### Level 3 School Trips: Principal Approval and Superintendent Approval Required

Level 3 School Trips include:

- i. Backcountry/wilderness trips of any duration anywhere in Canada (examples: Algonquin Park, Killarney Park) where participants are more than 2 hours from access to medical or emergency care.

The Principal and teacher in charge of the School Trip will ensure that:

- i. School Trip forms (Parental Consent, Student Consent, Student Medical Form) are completed by the supervising teacher of the School Trip and submitted to the Principal of the school(s) involved for approval, at least one month prior to the School Trip;
- ii. The completed request forms have been forwarded to the appropriate Superintendent at least one month prior to the School Trip;
- iii. The Principal has a copy of the STP information document, available in the school office;
- iv. The supervising teacher has a copy of the STP information document in their possession during the School Trip;
- v. The appropriate Superintendent has a copy of the STP;
- vi. Communication and/or locating technology must be available at each location/site;
- vii. School Trips to wilderness areas must include a Safety Management Plan as described in this Guideline;
- viii. A Parent/Guardian information meeting must be held in advance of the School Trip;
- ix. The Inherent Risks are sent to parents as part of the STP and referred to on the Parental Consent Form;
- x. The school/Board Code of Conduct is reviewed and enforced during the School Trip;
- xi. There are provisions in place for access to medical care and/or emergency medical access.

The appropriate Superintendent will:

- i. Seek out expert advice concerning the Safety Management Plan from certified instructors or organizations should there be any concerns about the nature of the School Trip, or the Safety Management Plan provided.
- ii. Decide to approve the request or to return the request to the teacher for revisions.

### Level 4 School Trips: Principal Approval and Superintendent Approval Required

Level 4 School Trips include:

- i. International travel; and/or
- ii. School Trips of more than five (5) days/ four (4) nights or greater in duration

The Principal and supervising teacher will ensure that:

- i. School Trip forms (Parental Consent, Student Consent, Student Medical Form) are completed by the supervising teacher of the School Trip and submitted to the Principal of the school(s) involved for approval, at least six weeks prior to the School Trip;
- ii. The completed request forms have been forwarded to the appropriate Superintendent at least six weeks prior to the School Trip;
- iii. A student's ability to pay and/or special education needs shall not be barriers to full

- participation in School Trips;
- iv. The Inherent Risks listed are sent to parents on the Parental Consent Form and detailed in the STP information document;
- v. Principal and Superintendent permission have first been received (as per the process identified below);
- vi. Communication technology must be available at the destination and/or throughout the duration of the trip where appropriate;
- vii. The Principal has a copy of the STP, available in the school office;
- viii. The appropriate Superintendent has a copy of the STP;
- ix. The supervising teacher has a copy of the STP in their possession during the School Trip;
- x. A Parent/Guardian information meeting must be held in advance of the School Trip;
- xi. The school/Board Code of Conduct is reviewed and enforced during the School Trip.

The appropriate Superintendent will:

- i. Seek out expert advice concerning the Safety Management Plan from certified instructors or organizations should there be any concerns about the nature of the School Trip, or the Safety Management Plan provided.
- ii. Decide to approve the request or to return the request to the teacher for revisions.

See [Appendix A](#) for a Quick Reference Chart of School Trip Levels

## **20.0 Supervision**

### **20.1 Principles of Supervision**

1. All activities, facilities, and equipment have inherent risks, but the more effectively they are supervised, the safer they become.
2. Supervisors of School Trips shall adhere to the designated level of supervision as stipulated in the appropriate safety documents, including the OPASSE Guidelines.
3. Supervisors should exercise their discretion in determining the appropriate level of supervision during a School Trip, having regard to the following factors, among others:
  - (i) the risk level of the activity;
  - (ii) nature of the destination and/or travel;
  - (iii) safety gear;
  - (iv) the participants' special education needs, skill level; competence and capacity;
  - (v) the participants' ages and ability to self-regulate.
4. Additional supervision may be advisable where a student's exceptionality warrants it.
5. The supervisor shall make students aware of the rules and safety considerations of any activities engaged in during the School Trip. Rules may be modified to suit the age and physical abilities and exceptionalities of the students, but once made, they shall be strictly enforced.
6. Where appropriate, students and supervisors shall receive safety briefings regarding the use of emergency gear and emergency procedures in advance of the School Trip.

## 20.2 General Guidelines Regarding Supervision

- (a) For non-athletic School Trips, the Principal shall ensure that a sufficient number of teachers and adult supervisors accompany students, in accordance with the minimum supervision ratios outlined below.
- (b) Where the School Trip involves physical education or interschool athletics, the minimum supervision ratios for the specific activity must be obtained from the OPASSE Guidelines.
- (c) All volunteers who accompany students on a School Trip, including those who are volunteer drivers, shall adhere to the procedures of the Board relating to volunteers, including Criminal Records Checks. The Board will support volunteers in obtaining their Criminal Record Checks.
- (d) The Principal shall designate one certified teacher from the school as the teacher in charge of the School Trip.

The Principal shall not designate an occasional teacher as the teacher in charge of a School Trip unless the occasional teacher is a long-term occasional teacher, who, in the judgment of the Principal, has sufficient knowledge about the students and the activity.

- (e) All overnight School Trips shall be supervised by at least two adults, including at least one teacher from the school. For School Trips that include students from more than one school, and it is not practical to have a teacher from each school, one teacher shall be designated responsible.
- (f) If an overnight School Trip involves students who identify as non-binary, this should be taken into account when selecting adults to supervise.
- (g) The Principal shall ensure that all precautions for the safety, comfort and supervision of participating students are taken.

The Principal shall ensure that the following minimum supervision ratios are met for each School Trip:

|                     | <b>Level 1</b> | <b>Level 2</b> | <b>Level 3</b> | <b>Level 4</b> |
|---------------------|----------------|----------------|----------------|----------------|
| <b>Kindergarten</b> | 1: 5           | Not permitted  | Not permitted  | Not permitted  |
| <b>Grades 1-3</b>   | 1:6            | Not permitted  | Not permitted  | Not permitted  |
| <b>Grades 4-6</b>   | 1:10           | 1:8            | Not permitted  | Not permitted  |
| <b>Grades 7-8</b>   | 1:15           | 1:13           | Not permitted  | Not permitted  |
| <b>Grades 9-12</b>  | 1:15           | 1:15           | 1:10           | 1:10           |

- (h) The Principal may grant exceptions to these supervision ratios only for School Trips within walking distance of the school.

- (i) The Superintendent of Education may grant other exceptions to the supervision ratios and standards.
- (j) Relevant considerations for the Principal or the Superintendent of Education in exercising their discretion to increase supervision ratios from the chart above may depend on:
1. The nature of certain destinations;
  2. The nature of the activity;
  3. Whether students with exceptionalities are participating;
  4. The competence and capacity of the students involved;
  5. The age of the students;
  6. Whether athletic teams are involved;
  7. Whether School Trips are Board initiated and/or involve students from different schools.

Both male and female chaperones must accompany mixed groups for overnight School Trips.

The supervisor must designate a responsible adult to transport/accompany an injured student to hospital. This must not be the supervisor in charge.

## **21. Safe Cycling with NND SB**

The Near North District School Board recognizes the importance of providing students with the opportunity to gain safe cycling skills for active transportation and fitness. The Safe Cycling with NND SB initiative provides a fleet of bicycles, helmets, and high-visibility vests to teachers qualified in CAN-BIKE Level 4 certification so that they can implement skills, drills, and off-property training opportunities for students. Teachers without the CAN-BIKE Level 4 certification are not permitted to conduct this training with students. Non-certified staff can be used as supervisors (not instructors) as needed to ensure appropriate supervising ratios. All Safe Cycling with NND SB off-property trips must follow the Level 1 trip parameters, as detailed in [Section 19](#). On-property cycling does not require approval or parent permission, however parents must be notified in advance of the planned activities. All Safe Cycling student training opportunities must follow the [OPHEA Cycling Guidelines](#), including student to adult supervision ratios.



## APPENDIX A

### Quick Reference Chart: School Trip Levels 1, 2, 3, and 4

| Approval<br>s<br>Required                               | Examples                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Policy and Procedures                                                                                                                                                                                                                                                                                                                                                                                                                                       | Guidelines<br>for<br>further<br>Consideratio<br>n                           |
|---------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------|
| <b>Walking Excursions</b>                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                             | School and Board Code of Conduct                                            |
| Principal Approval Required                             | Nature walk, leaving from the school property                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Walking Excursion Form ( <a href="#">Appendix H</a> ) must be signed by parent                                                                                                                                                                                                                                                                                                                                                                              |                                                                             |
| <b>Level 1 School Trips</b>                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Ontario Physical Activity Safety Standards in Education Guidelines (OPASSE) |
| Principal Approval Required                             | Activities that are one day or less and include: <ul style="list-style-type: none"> <li>athletic events</li> <li>musical performances/theatre</li> <li>local attractions (museum, library, firehall, etc.)</li> <li>recreational activities (skiing, gymnastics)</li> <li>lifeguard/instructor-supervised swimming instruction at aquatic facilities</li> <li>day-long outdoor education program in the local area</li> <li>any excursions requiring transportation on a bus or in a vehicle</li> </ul> | Approval Form ( <a href="#">Appendix G</a> ) provided to Principal for approval and approval confirmed<br><br>Parental Consent/Student Consent for School Trip Forms completed ( <a href="#">Appendix D</a> )<br><br>Student Medical Form ( <a href="#">Appendix E</a> ) has been updated by parent as needed. It is available at the school for reference by supervising trip staff if needed via phone/email.<br><br>STP completed as per this guideline. |                                                                             |
| <b>Level 2 School Trips</b>                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                             | OSBIE <a href="#">School Board/Snow Resort Safety Guidelines</a>            |
| Principal Approval and Superintendent Approval Required | Activities that include: <ul style="list-style-type: none"> <li>school trips outside the province (within Canada)</li> <li>school trips of two (2) to five (5) calendar days within the province in a non-wilderness setting</li> </ul>                                                                                                                                                                                                                                                                 | Approval Form provided to Principal and SO ( <a href="#">Appendix G</a> ) at least one month before the trip and approval confirmed.<br><br>Parental Consent/Student Consent for School Trip Forms completed ( <a href="#">Appendix D</a> )                                                                                                                                                                                                                 |                                                                             |

|                                                         |                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |
|---------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
|                                                         |                                                                                                                                                                                                                                                                                                                                                                | <p>Student Medical Form (<a href="#">Appendix E</a>) has been updated by parent as needed and is taken on the trip.</p> <p>STP completed as per this Guideline (Safety Management Plan required as part of STP)</p> <p>Parent/Guardian information meeting held.</p>                                                                                                                                                                                                                                                                                 |  |
| <b>Level 3 &amp; 4 School Trips</b>                     |                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| Principal Approval and Superintendent Approval Required | <p><b>Level 3:</b> Activities that include:</p> <ul style="list-style-type: none"> <li>wilderness trips anywhere in Canada, for any duration</li> </ul> <p><b>Level 4:</b> Activities that include:</p> <ul style="list-style-type: none"> <li>International Travel</li> <li>Trips that are greater than five (5) days, four (4) nights in duration</li> </ul> | <p>Approval Form provided to Principal and SO (<a href="#">Appendix G</a>) at least one month (level 3) or six weeks (level 4) before the trip and approval confirmed.</p> <p>Parental Consent/Student Consent for School Trip Forms completed (<a href="#">Appendix D</a>)</p> <p>Student Medical Form (<a href="#">Appendix E</a>) has been updated by parent as needed and is taken on the trip.</p> <p>STP completed as per this Guideline (Safety Management Plan required as part of STP)</p> <p>Parent/Guardian information meeting held.</p> |  |

## APPENDIX B

### Sample School Trip Preparedness Information Document

#### FIELD TRIP

# EAU CLAIRE GORGE



**“WHEREVER YOU  
GO BECOMES A  
PART OF YOU  
SOMEHOW.”**

**–Anita Desai**



#### TRIP OVERVIEW

**WHEN: SEPT. 27, 2019**

**WHAT: GEOGRAPHY HIKING TRIP WITH  
THE VISUAL ART STUDENTS**

**WHERE: EAU CLAIRE GORGE  
CONSERVATION AREA  
(GRAHAM RD. CALVIN, ON)**

**WHO: GRADE 9 GEOGRAPHY AND  
GRADE 9 VISUAL ART CLASS**

**WHY: PRACTICAL MAP MAKING SKILLS**

## TRIP OBJECTIVES

STUDENTS WILL EXPLORE AND USE HANDS ON EXPERIENCE TO GATHER INFORMATION ON THEIR SURROUNDINGS. THEY WILL USE THIS INFORMATION TO VISUALLY ORGANIZE THEIR SURROUNDINGS FOR FURTHER INFORMATION INTERPRETATION AS THE TERM PROGRESSES.

STUDENTS WILL USE THIS EXPERIENCE TO FURTHER FAMILIARIZE WITH MAP MAKING SKILLS, DATA COLLECTION, AND SPATIAL AWARENESS AND ORGANIZATION.

ADDITIONALLY, THIS TASK WILL REQUIRE MAP READING SKILLS, NATURE KNOWLEDGE, AND GEOGRAPHICAL BASICS TO COMPLETE.

NOT TIED TO CURRICULUM, HOWEVER, STUDENTS WILL BE EDUCATED ON OUTDOOR SURVIVAL BASICS. THIS CAN BE TRANSFERRED OUT OF THE CLASSROOM AND INTO EVERY DAY USE.

## CURRICULUM CONNECTIONS

- Interactions in the Physical Environment: This strand develops students' understanding of how natural phenomena and events influence their daily lives. They will analyse the role of physical systems and processes in shaping the natural environment and the many ways in which the natural environment influences the types of human activity that take place in Canadian communities. Students will also analyse the effects that human activities, such as transportation, recreation, and industrial processes, have on the Earth's physical systems and processes.



## TRIP SCHEDULE

9:00 am - 9:30 am : Meet at departure spot (see map)

9:30 am - 10:30 am : Departure from school, Bus to Eau Claire Gorge

10:30 am - Arrive at Eau Claire Gorge

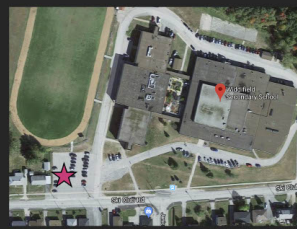
10:30 AM - 11:00 am : Have snack, use washroom, Meet at Meeting spot to Begin Assignment (see map)

11:00 am - 2:00 pm : Time to hike and work on assignment, eat lunch, and explore

2:00 PM - 2:15 pm : Meet at meeting spot, board the bus

2:15 pm - 3:15 pm : Bus back to school

3:15 pm - 3:30 pm : Board busses to go home



## PICK UP POINT

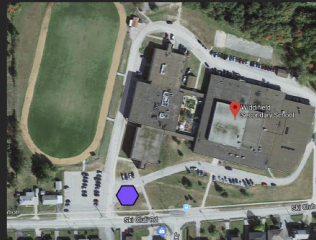
Students are to arrive anywhere between 9:00 and 9:30 am at the pink star which is in the parking lot off of Ski Club Road.

The bus will be departing at 9:30 am sharp!

## DROP OFF POINT

Students will be dropped off at the purple hexagon which is in the small parking lot across from the pick up point. Students will be dropped off at 3:15 sharp to catch their busses for 3:30 pm.

Students getting picked up may also get picked up from this point.



## TRANSPORTATION DETAILS

The transportation will be provided by:

Stock Transportation

Call: 888.952.0878

Email: [info@stocktransportation.com](mailto:info@stocktransportation.com)

Website: <https://www.stocktransportation.com/Pages/default.aspx>

Flyer: <https://www.stocktransportation.com/Case%20Studies%20PDFs/Stock%20CapBro%20Trifold%20final%20nov%2020%2012.pdf>

### TRANSPORTATION SCHEDULE:

9:00 AM - Arrive at Widdifield Secondary School, parking lot off Ski Club Road

9:30 AM - 10:30 AM - Drive to Eau Claire Gorge

ACCESS: Take Hwy 630 south off of Hwy 17 about 15km west of Mattawa. At Peddlers Drive, go right (west) to Graham Rd (you'll see a sign for the Eau Claire Conservation Area on your right). Take Graham Rd to the parking area.

10:30 AM - 2:15 PM - Wait at Eau Claire Gorge, Eat lunch

2:15 PM - 3:15 PM - Drive back to Widdifield Secondary School

3:15 PM - 3:30 PM - Ensure all are off bus, leave.

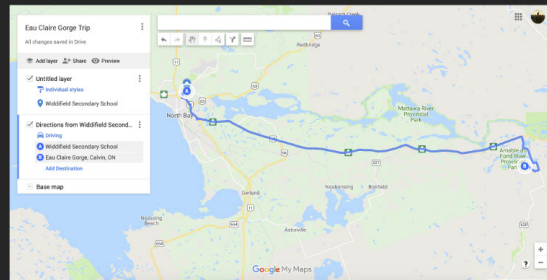


## MY MAPS LINK

[https://drive.google.com/open?id=1sNACVo2\\_1mfZYXTvJejEpd0LB6tnPhOI&usp=sharing](https://drive.google.com/open?id=1sNACVo2_1mfZYXTvJejEpd0LB6tnPhOI&usp=sharing)



## TRIP MAPS



A) Widdfield Secondary School

320 Ski Club Rd, North Bay, ON P1B 7R2 -  
+1 705-472-5711

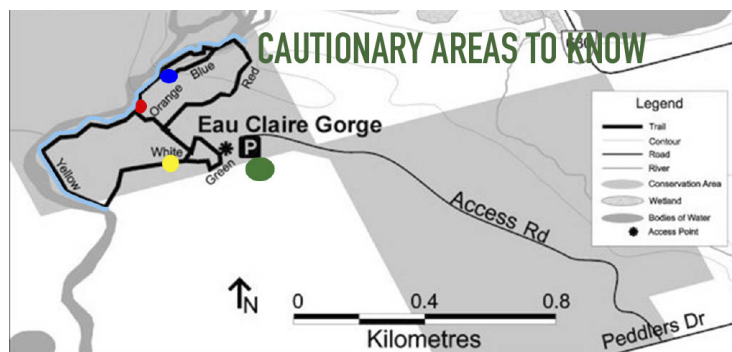
[www.nearnorthschools.ca](http://www.nearnorthschools.ca)

B) Eau Claire Gorge Conservation Area

Highway 630, Calvin, Ontario -  
+ 1 705-474-5420

[https://ontarioconservationareas.ca/  
component/mtree/conservation-authorities/  
north-bay-mattawa/eau-claire-gorge-  
conservation-area/visit?Itemid=](https://ontarioconservationareas.ca/component/mtree/conservation-authorities/north-bay-mattawa/eau-claire-gorge-conservation-area/visit?Itemid=)

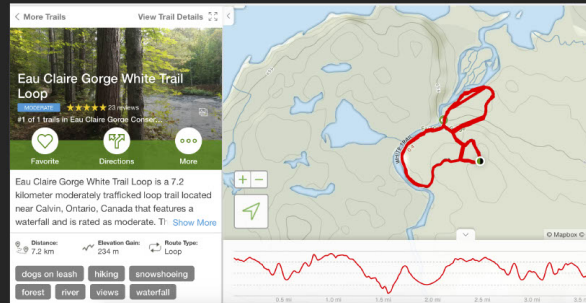
## CONSERVATION MAPS



- Steep Cliff
- Loose Gravel
- Loose needles, many tree roots
- Near Water
- Mustering/Meeting Point



## MAPS CNT'D



### DIFFICULTY LEVEL OF HIKING: 2

Trails are generally easy to moderate, but right near the falls the path down is quite steep, and pine needles underfoot make for loose traction. Be particularly careful near the edge and do not let children get close as there are no fences here.

## CHECKLIST

### STUDENT

- CLOSE TOED SHOES
- BACK PACK
- LUNCH
- WATER BOTTLE
- HAT
- PENCIL
- PAPER
- BINDER
- SUNSCREEN
- BUGSPRAY
- RAIN JACKET, UMBRELLA, BOOTS
- STUDENT ID LANYARD WITH WHISTLE

### TEACHER

- CLASS LIST
- MEDICAL PAPERS
- FIRST AID KIT (STOCKED AND READY)
- INFO BINDER
- CELL PHONE
- CONTACT SHEET
- ID LANYARDS AND WHISTLE FOR STUDENTS AND CHAPERONES
- EXTRA PENCILS & PAPER
- MAPS
- CHECK WEATHER
- APPROPRIATE GEAR FOR HIKING
- LUNCH AND WATER
- CONTACT SHEET WITH TRAIL MAP

## RISKS

- ALLERGIES: NATURAL ALLERGENS
- SUNBURN/HEAT EXHAUSTION/DEHYDRATION
- TICKS, MOSQUITOS, BEES, WILDLIFE
- WEATHER
- LOOSE ROCKS, TREE ROOTS, WET MUD, UNEVEN WOOD
- TRIPS, FALLS, SCRAPES, BUMPS, BRUISES FROM FOREST
- POISON IVY
- LOW BRANCHES
- GETTING LOST
- POSSIBLE BUS/VEHICLE ACCIDENT



## RISK MANAGEMENT



- DAYS BEFORE THE TRIP, ENSURE THAT STUDENTS ARE PACKING APPROPRIATE GEAR. ASK STUDENTS TO BRING THEIR BAGS IN FOR CHECKS. THEN, ON THE DAY OF, ENSURE STUDENTS HAVE PACKED ALL THAT IS NEEDED (REFER TO CHECKLIST)
- PRIOR TO TASK DELIVERY, BRIEF STUDENTS ON WHAT TO EXPECT IN THIS AREA AND HOW TO PREPARE
- REVIEW MAPS WITH STUDENTS TO GO THROUGH SAFETY PRECAUTIONS AND AREAS OF CONCERN
- INFORM STUDENTS OF POTENTIAL HAZARDS
- ENSURE ALL CHAPERONES UNDERSTAND RISKS AND RISK MANAGEMENT
- USE FULLY SHADED AREAS FOR LUNCH BREAKS TO GET OUT OF THE SUN
- HAVE ALL SUPERVISORS SPREAD OUT AND CONSTANTLY HIKING THROUGH LOOP

## RISK MANAGEMENT CNT'D



- DO WALK AROUND WITH STUDENTS PRIOR TO RELEASE OF RESPONSIBILITY.
- DURING WALK AROUND, USE BIODEGRADABLE PAINT TO OUTLINE BOUNDARIES AT HAZARDOUS AREAS AND EXPLAIN OFF LIMIT AREAS.
- BRING STUDENTS TO MUSTERING POINT DURING WALK AROUND.
- ENSURE THAT THE BUS DRIVER IS AWARE OF THE SCHEDULE, ALERT, IN GOOD HEALTH, AND PREPARED FOR THE DAY.
- HAVE SUNSCREEN AND BUGSPRAY AVAILABLE FOR STUDENT USE.
- INSTRUCT STUDENTS HOW TO USE WHISTLE CALLS AND ENSURE ALL HAVE THEIR ID AND WHISTLES.
- ENSURE ALL HAVE CONTACT SHEET WITH MAPS, ID, AND WHISTLE PRIOR TO RELEASE.

## OPHEA REFERENCES FOR TRIP PLANNING

**[HTTPS://WWW.OPHEA.NET/ARTICLE/TAKE-IT-OUTSIDE-PRACTICAL-STRATEGIES-BEING-](https://www.ophea.net/article/take-it-outside-practical-strategies-being-)**

## ASSESSMENT

STUDENTS WILL BE PAIRED UP WITH A BUDDY, ONE STUDENT FROM GEOGRAPHY AND ONE FROM VISUAL ARTS. PAIRINGS WILL BE RESPONSIBLE FOR COMPLETING THEIR CORRESPONDING TASKS. VISUAL ART STUDENTS WILL BE REQUIRED TO DRAW. GEOGRAPHY STUDENTS WILL BE REQUIRED TO MAP ALL ITEMS ON THE SCAVENGER HUNT.

BOTH STUDENTS ARE RECOMMENDED TO SKETCH PRELIMINARY DOODLES OF THEIR FINDINGS TO HELP THEM COMPLETE THEIR MAPS.

AFTER THE FIELD TRIP, THE PAIRINGS WILL BE REQUIRED TO SUBMIT A COLLABORATIVE MAP OF THEIR FINDINGS. THIS WILL BE DUE BEFORE THANKSGIVING HOLIDAYS ON OCTOBER 11TH. EACH ITEM ON THE LIST WILL BE A FEATURED BOX ON THEIR MAP.

STUDENTS WILL FIND:

- A MUSHROOM
- A WHITE OAK TREE
- A STRUCTURE
- A WATERFALL
- MOSS
- A MAP
- A WOODEN BRIDGE
- A SHORTCUT

## COMMUNICATION NUMBERS

**MS. DIETZ (LEAD COORDINATOR)**

GRADE 9 GEOGRAPHY TEACHER

705-454-2801

EMAIL: [HAYLEY.DIETZ@NEARNORTHSCHOOLS.CA](mailto:HAYLEY.DIETZ@NEARNORTHSCHOOLS.CA)

**MR. NIESCIER**

GRADE 9 ART TEACHER

705-454-4576

**MR. BROCK**

PRINCIPAL

705-454-9103

WIDDIFIELD SECONDARY SCHOOL

320 SKI CLUB RD. NORTH BAY, ON. P1B 7R2

PHONE: 705-472-5711

FAX: 705-474-4223

**MR. RUEFFER**

PARENT CHAPERONE, AVID HIKER AND NATURE PHOTOGRAPHER

705-454-2273



Consult the [Quick Reference Chart](#) to ensure that you include the correct Forms in your School Trip Preparedness (STP) information document.

## FORMS

**APPENDIX C****VOLUNTEER DRIVER – AUTHORIZATION TO TRANSPORT STUDENTS**

This will authorize \_\_\_\_\_  
(name of teacher 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:

---

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**Vehicle Information:**

Make: \_\_\_\_\_ Year: \_\_\_\_\_

Vehicle Licence Plate #: \_\_\_\_\_

Month/Year of Expiry of Vehicle Licence Plate: \_\_\_\_\_

Note: All 'trip drivers and volunteer drivers' are advised that, in order to bring into effect the Near North District School Board's excess liability insurance, they must:

- a. Use a licensed automobile which carries valid automobile third party liability insurance;
- b. Provide the 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 board's excess automobile liability insurance comes into effect only after the vehicle owner's third party liability insurance limit has been exhausted;
- d. Be aware that any damage to the volunteer's vehicle, 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 board's excess automobile liability insurance and will be the responsibility of the volunteer;
- e. Be aware that if the vehicle is equipped with passenger-side airbags, children under 12 years shall not be permitted to ride in the front seat (see manufacturer's recommendation);
- f. Have a valid criminal reference check filed with the school and otherwise comply with the Volunteers Administrative Guideline.

According to legislation, passengers who are injured would recover accident benefits coverage from their own or parent's automobile policy. In the absence of a personal or family automobile policy, the passenger would then be eligible to recover benefits from the insurance policy covering the vehicle in which they were riding.

A 'trip driver' is defined as a 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, officials of the school board. It is required that drivers carry a minimum of \$1 million of third party automobile liability insurance. Volunteers and board employees who use their personal vehicles for transporting students to school activities should advise their insurance carrier.

Auto Insurance Company: \_\_\_\_\_

Policy No: \_\_\_\_\_

Limits of Third Party Liability Coverage: \_\_\_\_\_

Date of Expiry: \_\_\_\_\_

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

Principal's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Volunteer/Trip Driver's Signature: \_\_\_\_\_

(I acknowledge by signing this that I have read and understood the terms above.)

**APPENDIX D****PARENTAL CONSENT FORM FOR SCHOOL TRIPS****(For Students under 18 years of age)**

This form must be read and signed by every parent or guardian of a participating student. Failure to return this form will result in the student not being able to attend the activity.

Name of Student:

Grade:

School:

Student's address:

Parents' Home Telephone:

Parents' Business/Cell Telephone #:

Parents' e-mail:

Proposed Trip (activity and destination):

Pertinent Details:

---

  
Elements of Risk:

- 1.
- 2.
- 3.

Means of Transportation:

Date(s) of Trip:

Time of Departure:

Time of Return:

Place of Departure:

Place of Return and Other Information re: Pick-up:

Trip Contact Person (available 24 hours)

Phone #

Staff Supervisor(s)

Cost of Participation:



I have read the itinerary or details of the activity and I am familiar with the nature of the trip/activity in which (student name) will partake and that he/she is physically and emotionally capable of participating in this activity and any special medication, if required has been identified on the medical information form.

I also agree that my son or daughter shall be required to follow whatever school rules and regulations apply, as explained to them by the staff supervisor. Students are expected to behave in the same manner as they would if they were in school during the regular school day.

I understand that my child may be returned home, at my expense, should the trip supervisor deem their behavior to be so disruptive and/or inappropriate as to warrant cancellation of trip privileges. I understand that I will be notified and that an adult will accompany my child back from the trip. Otherwise, it is my responsibility to come and pick up my child at the place of return.

**Elements of Risk:**

The risk of injury may exist in Out-of-Classroom activities. Due to the very nature of some activities, the risk of injury may increase. Injuries may range from minor sprains to more serious injuries. The safety and well-being of students is of primary concern and the Near North District School Board shall make its best efforts to manage as effectively as possible the foreseeable risks inherent in all activities.

I understand that the Board does not provide accidental death, disability, dismemberment or medical expense insurance on behalf of the students participating in this activity and that it is recommended that I purchase accident insurance for my child. I also understand that if this activity relates to an out-of-province or out- of-country trip, appropriate accident insurance must be purchased for such travel and that if I do not purchase this coverage, my child shall not be permitted to participate.

*Please note: If a student has attained the age of majority, the signature of the parent or guardian is left to the discretion of the trip leaders (see [Appendix E](#) as those 18 years of age or older must sign). A copy of this form must be sent to all parents, regardless of student's age. The completed form must be returned to the teacher at least one week prior to the school trip. Parents are invited to telephone the school if they require additional information.*

*Please note: Freedom of Information: The information provided on this form is collected pursuant to the Board's education responsibilities as set out in The Education Act and its regulations. The information is protected under The Freedom of Information and Protection of Privacy Act and will be utilized only for purposes related to the Board's Administrative Guideline for School Trips. Any questions with respect to this information should be directed to the school Principal.*

Signature of Parent/Guardian

Date

Signature of Parent/Guardian

Date

## APPENDIX E

### **STUDENT CONSENT FORM FOR SCHOOL TRIPS** (For Students 18 years of age and older)

This form must be read and signed by a student who wishes to participate. Failure to return this form will result in the student not being able to attend the activity.

Name of Student:

Grade:

School:

Student's address:

Student's Cell #:

Parents' (or Next of Kin) Home Telephone #:

Parents' (or Next of Kin) Business Telephone/Cell #:

Parents' (or Next of Kin) e-mail:

Proposed Trip (activity and destination):

Pertinent Details:

---

#### **Elements of Risk:**

- 1.
- 2.
- 3.

Date(s) of Trip:

Time of Departure:

Time of Return:

Place of Departure:

Place of Return and Other Information re: Pick-up:

Trip Contact Person (available 24 hours) Phone #:

Staff Supervisor(s):

Cost of Participation:

I have read the itinerary or details of the activity and I am familiar with the nature of the trip/activity in which I will partake. I am physically and emotionally capable of participating in this activity and any special medication, if required has been identified on the medical information form.

I also agree that I shall be required to follow whatever school rules and regulations apply, as explained to me by the staff supervisor and that I am expected to behave in the same manner as I would if I were in school during the regular school day.

I do understand that I may be returned home, at my expense, should the trip supervisor deem my behavior to be so disruptive and/or inappropriate as to warrant cancellation of trip privileges. I understand that my parents will be contacted and I (we) are responsible to make arrangements for my return home.

**Elements of Risk:**

The risk of injury may exist in Out-of-Classroom activities. Due to the very nature of some activities, the risk of injury may increase. Injuries may range from minor sprains to more serious injuries. The safety and well-being of students is of primary concern and the Near North District School Board shall make its best efforts to manage as effectively as possible-the foreseeable risks inherent in all activities.

I understand that the Board does not provide accidental death, disability, dismemberment or medical expense insurance on behalf of the students participating in this activity and that it is recommended that I purchase accident insurance. If this activity relates to an out-of-province or out-of-country trip, I understand that appropriate accident insurance must be purchased for such travel and that if I have not purchased this coverage, I will not be permitted to participate.

*Please Note: If a student has attained the age of majority, the signature of the parent or guardian is left to the discretion of the trip leaders. In this case, a student 18 years of age or older must sign this form. A copy of this form must be sent to all parents, regardless of the student's age. The completed form must be returned to the teacher at least one week prior to the school trip. Parents are invited to telephone the school if they require additional information.*

*Please Note: Freedom of Information*

*The information provided on this form is collected pursuant to the Board's education responsibilities as set out in The Education Act and its regulations. The information is protected under The Freedom of Information and Protection of Privacy Act and will be utilized only for purposes related to the Board's Administrative Guideline on School Trips. Any questions with respect to this information should be directed to the school Principal.*

---

Signature of Student

---

Date

## APPENDIX F

### STUDENT MEDICAL FORM

This form must be read and signed annually by every student who wishes to participate in a School Trip and by a parent or guardian of a participating student. Failure to return this form will result in the student not being able to attend the activity. Parents are expected to provide the school with any relevant information or changes throughout the school year.

Student Name:

- |                           |             |             |
|---------------------------|-------------|-------------|
| 1. Family Physician:      | Phone:      |             |
| 2. Parent(s)/Guardian(s): |             |             |
| 3. Home Phone:            | Work Phone: | Cell Phone: |
4. a) Has the student been diagnosed with any of the following? If YES, please check:
- |                              |                          |                     |                          |
|------------------------------|--------------------------|---------------------|--------------------------|
| Migraine Headaches           | <input type="checkbox"/> | Digestion Problems  | <input type="checkbox"/> |
| Fainting Spells              | <input type="checkbox"/> | Allergies           | <input type="checkbox"/> |
| Ear, Nose, Throat Infections | <input type="checkbox"/> | Epilepsy            | <input type="checkbox"/> |
| Urinary Infections           | <input type="checkbox"/> | Cerebral Palsy      | <input type="checkbox"/> |
| Skin Conditions              | <input type="checkbox"/> | Orthopedic Problems | <input type="checkbox"/> |
| Heart Disorders              | <input type="checkbox"/> | Diabetes            | <input type="checkbox"/> |
| Asthma                       | <input type="checkbox"/> |                     |                          |
- Other (please specify):
- b) Head or back conditions or injuries (in the past two years):
- c) Arthritis or rheumatism, chronic nosebleeds, dizziness, fainting, headaches, dislocated shoulder, hernia, swollen or painful joints, trick or lock knee
- d) What precautions are required?
- e) What things must the student not do?
5. Blood Type (if known):
6. If they have allergies, what type?  
Do they carry an EpiPen? Yes ☐ No ☐
7. Is a special diet required for medical reasons? Yes ☐ No ☐  
Please specify:
8. Eyeglasses? Yes ☐ No ☐ Contact Lenses? Yes ☐ No ☐
9. Does your child wear a medic alert bracelet, chain, or carry a medical card?  
f) Yes ☐ No ☐ Please specify which:  
g) If yes, what is written on it?  
h) Nature of problem or concern:
10. Is the student prescribed any medication? Yes ☐ No ☐  
i) Type of medication:  
j) How often administered and by whom?  
k) Side Effects:  
l) Storage of Medication

Emergency Contact Name:

Phone Number:

Alternate Emergency Name:

Phone Number:

I acknowledge that in the event that a) my child suffers from anaphylactic reactions that they will carry at least two (2) epinephrine injectors on the trip; b) my child is prescribed medication that they will carry a supply of medication sufficient for the duration of the trip plus an additional 50% supply; c) in the event that the medication requirements a) and/or b) are not met then they shall not be allowed to attend the trip.

**Parent/Guardian's Signature or Signature of Student over 18:** \_\_\_\_\_

**Date:**

*Parents are encouraged to purchase student accident insurance as it is not provided by the Board.*

**Please Note: Freedom of Information** The information provided on this form is collected pursuant to the Board's education responsibilities as set out in *The Education Act* and its regulations. The information is protected under *The Freedom of Information and Protection of Privacy Act* and will be utilized only for purposes related to the Board's Administrative Guideline for School Trips. Any questions with respect to this information should be directed to the school Principal.

the medication requirements a) and/or b) are not met then they shall not be allowed to attend the trip.

**Parent/Guardian's Signature or Signature of Student over 18:**\_\_\_\_\_ **Date:**

*Parents are encouraged to purchase student accident insurance as it is not provided by the Board.*

**Please Note: Freedom of Information** The information provided on this form is collected pursuant to the Board's education responsibilities as set out in *The Education Act* and its regulations. The information is protected under *The Freedom of Information and Protection of Privacy Act* and will be utilized only for purposes related to the Board's Administrative Guideline for School Trips. Any questions with respect to this information should be directed to the school Principal.

## APPENDIX G

### **PRINCIPAL'S/SUPERINTENDENT'S INFORMATION AND APPROVAL FORM**

School Name:

Dates of Activity:

Description of Activity:

Grade(s):

Number of Students:

Number of Adult Supervisors in accordance with NNDSB/OPASSE Guidelines:

Destination:

Date/Time of Departure:

Date/Time of Pick-up:

Information re Departure and/or Pick-up:

| <b>Cost Centre</b> | <b>Estimated Total Group Cost</b> | <b>Estimated Cost per Student</b> | <b>Net charge per student</b> |
|--------------------|-----------------------------------|-----------------------------------|-------------------------------|
| Transportation     |                                   |                                   |                               |
| Admission          |                                   |                                   |                               |
| Accommodation      |                                   |                                   |                               |
| Total              |                                   |                                   |                               |

The following criteria have been met with regards to the above-mentioned activity:

| <b>Criteria</b>                                                                        | <b>Principal's Initials</b> | <b>Comments</b> |
|----------------------------------------------------------------------------------------|-----------------------------|-----------------|
| 1. Learning Objectives and Rationale                                                   |                             |                 |
| 2. Instructor(s) and Qualifications                                                    |                             |                 |
| 3. Student Information and Prevalent Medical Conditions                                |                             |                 |
| 4. Site Condition/Risks on Site                                                        |                             |                 |
| 5. Equipment List                                                                      |                             |                 |
| 6. School Trip Preparedness (STP) Doc including any applicable OPASSE guidelines       |                             |                 |
| 7. Supervisor Contact Information                                                      |                             |                 |
| 8. Funding Arrangements                                                                |                             |                 |
| 9. Student Medical Forms (level 2-4)                                                   |                             |                 |
| 10. If applicable, swim test results and parent communications submitted and reviewed. |                             |                 |

Trip Leader's Name and Signature:

Date:

Principal Name and Signature:

Date:

**The Principal's signature indicates approval, as the activity complies with Board and OPASSE Guidelines**

Superintendent Name and Signature:

Date:

**The Superintendent signature indicates approval (Level 2, 3, and 4 trips only)**



## APPENDIX H

### WALKING EXCURSION FORM

Throughout the school year, classes often venture off school property within walking distances to take advantage of learning opportunities (nature walks), physical activity or special events (such as the Terry Fox Run/Walk), or events at neighboring sports fields.

Please complete this form and send it back with your child, indicating that he/she can participate in events that are not on school property, but within walking distance.

Please contact the school if you have any questions or concerns.

☐ I give my child(ren) permission to go off school property within walking distance, supervised by staff.

☐ I do not give my child(ren) permission to go off school property within walking distance, supervised by staff.

\_\_\_\_\_  
Child's Name

\_\_\_\_\_  
Homeroom Teacher

**Signature of Parent/Guardian:** \_\_\_\_\_ **Date:** \_\_\_\_\_