



LEARNING ENVIRONMENT

Policy Number LE-04

Field Trip

The Simcoe Muskoka Catholic District School Board believes that well-planned and well-organized Field Trips promote learning and are of significant educational value to the participants. Field trips require pre-approval, and are to be consistent with the Board's vision, strategic directions, *Catholic School Graduate Expectations*, and Catholic curriculum expectations as outlined in the *Ontario Curriculum* documents.

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Simcoe Muskoka Catholic District School Board

Field Trip Procedures

Revision dated January 2011

These procedures are supported by
Board Policy Statement LE-04 – Field Trips



SIMCOE MUSKOKA CATHOLIC
DISTRICT SCHOOL BOARD

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SECTION 1 – DOCUMENT TERMINOLOGY

1.1 Purpose

Simcoe Muskoka Catholic District School Board (SMCDSB) recognizes that there is a significant educational value in properly organized and well planned student field trips, co curricular field trips and experiential learning trips.

The SMCDSB also recognizes and appreciates the extra time and effort that the administrative and teaching staff contributes to organizing and supervising student field trips and excursions. SMCDSB designates responsibility for school trips and excursions to the Director of the Education.

1.2 Definitions

a) Field Trip - The term “field trip” is to be used to include any event or program planned by an employee of SMCDSB, and has met all approval requirements. A field trip is for educational and/or co-instructional purposes, and has students leaving school property **under the supervision of a qualified teacher** or a school board employee designated by the Principal. Use of this term **will not include** student exchanges, co-op education, and credit courses outside of school and outside the regular school day.

b) Lead Teacher – The principal must ensure one teacher on any field trip is appointed as “Lead Teacher”. This teacher must be familiar with the items contained in this Handbook.

c) Volunteer Driver - A ‘volunteer driver’ is defined as any person authorized by SMCDSB who has agreed to be a driver without compensation for a certain trip while they are driving their own or another licensed automobile. Volunteer drivers transporting students must be at least 21 years of age; Possess, as required by provincial law, a valid driver’s license and adequate insurance coverage (recommended minimum \$1 million of liability insurance); See Section 6.2 for further information.

d) Ontario Physical Health Education Association (OPHEA) – The Ontario Physical Health and Safety Association have developed three types of safety guidelines for Elementary and Secondary Schools - Curricular Guidelines, Intramural Guidelines and Interschool Guidelines. Lead teachers and principals **shall** follow OPHEA guidelines in planning and implementing activities.

SMCDSB requires that before any school activity can be undertaken the appropriate OPHEA Guideline must be referenced and its requirements followed. For more information refer to Section 5. The OPHEA website is www.ontariosafetyguidelines.ca **User Name: SMCDSB Password: safe1g7**

e) Ontario School Board Insurance Exchange (OSBIE) The Ontario School Boards’ Insurance Exchange is a school board owned, non-profit insurance program insuring the school boards in Ontario. The primary goals of the Exchange are to insure member school boards against losses, and to promote safe school practices. The OSBIE website is: www.osbie.on.ca This website should be consulted for guidelines on which activities are acceptable, and to ensure that proper procedures are followed for selected activities.

1.3 Classification Of Field Trips

a) Curriculum / Co Curricular Based Field Trips (for Athletic Field Trips, refer to b)

An approved and supervised trip consisting of a scheduled, off-campus event which is an extension of the school programs. These experiences can complement the students’ understanding of knowledge and skill concepts presented within the Ontario Curriculum and provide opportunities for the development of positive studies and beliefs among the students involved.

- Local Sites: These sites are those to which students typically **walk** from the school, (but sometimes involve a short bus ride). Some examples are grocery store, fitness facility, ice rink, local parish, nearby park etc.
- Programs Offered at a Different Location: These activities are **regularly scheduled events and may require transportation** to the site, e.g. swim program, skating program, and electives etc...
- Up to One-Day Field Trips: These are to a facility offering a curriculum-based program e.g., Kortright Centre for Conservation, ROM, Penetanguishene Naval Establishment etc
- Overnight Field Trips (one or more nights) (excluding trips organized through a Tour Company): These involve overnight stays e.g. Frost Centre, Camp Kitchi, Camp Kandelore, band tours, etc...

Refer to Section 3.1 for Approval Requirements

b) Athletic Field Trips

An approved and supervised trip consisting of a scheduled off-campus event involving a school team, e.g. sports tournaments.

- Local Sites: These sites are those to which students **walk** from the school, e.g. fitness facility, ice rink etc...
- Programs Offered at a Different Location: These activities are **regularly scheduled events and may require transportation** to the site, e.g. hockey or curling teams, tennis, baseball etc...
- Up to One-Day Field Trips: These are to tournaments or exhibition play e.g., Canlan Ice Centre, Barrie Community Sports Complex etc...
- Overnight Field Trips within Ontario: These involve overnight stays e.g. tournaments,

Refer to Section 3.1 for Approval Requirements

c) Experiential Learning Trips

These trips are educational tours that are linked to the Ontario Curriculum and occur within Ontario, out of province or out of country. For example: New York, Ottawa, Quebec City, Montreal, Washington OR trips over school breaks i.e. Europe. (Includes tours booked through companies)

Refer to Section 3.1 for Approval Requirements

SECTION 2 - GUIDELINES FOR PRINCIPALS AND LEAD TEACHER

Since the Principal bears the burden of responsibility for all the students of his/her school, the following are guidelines to be considered when field trips are being planned.

2.1 Relationship to Curriculum

Field trips are intended to be a valid extension and enrichment of the curriculum within school programs. The Principal should look carefully at the planned field trip to see that this is considered in all planned activities. Unstructured/unsupervised blocks of time are to be avoided. All programs should benefit the students academically, and spiritually.

2.2 Appropriateness of the Field Trip

Principals and teachers are responsible for ensuring that field trips are within the understanding of the student. In addition, principals and teachers are to ensure that the programs of those students who are not involved in the proposed activity will not be adversely affected.

Duration and distance of the trip should be considered when approving a field trip. Field trips for students in kindergarten to grade five should generally be of a short duration and distance. Long distance and overnight programs **could** be considered appropriate for grade six and above.

See Section 5 – School Activities

2.3 Application Form

An approved field trip (i.e. one which has the appropriate level of signed approval of the Principal, Superintendent and/or Director) means that SMCDSD takes responsibility for supervision, program relatedness and its share, if any, of financial responsibilities. All appropriate forms (see Forms Section) shall be required for all field trips. **The appropriate personnel must approve application forms BEFORE any final bookings for any field trips are made.**

See Section 3.1 – Approval Requirements

2.4 Health Form

A copy of the existing Health form for each student must accompany the teacher in charge when engaging in a field trip. Note that our permission forms ask parents/students to update their health information for each trip.

2.5 Contracts

No Principal, Teacher or other Board employee has authority to sign any contracts that may bind or obligate the Board in any way. A Supervisory Officer **must** sign any field trip contract between the provider and the group participating in the field trip. Further, no Board employee has legal authority to sign waivers and/or indemnification/hold harmless agreements on behalf of the participants in a field trip activity.

Where hold harmless clauses are present the provider must accept liability for their own negligence or misconduct. One example of the appropriate wording would be “The provider, its employees, agents or officials will not be held responsible for any personal injury unless as a result of negligence or misconduct of the provider, its employees, agents or officials.”

2.6 Funding

When the Board has approved a field trip, the total cost of the trip may be funded wholly or partially from the appropriate budgets and or fundraising initiatives (e.g. individual school budgets, funds raised for the field trip in accordance with the Board Fund-Raising policy, contributions made by individuals or organizations, and costs assumed by students and/or parents).

2.7 Financial Accountability

To safeguard all funds collected for field trips, schools should take necessary precautions, e.g. deposit funds in bank accounts, and use school safe where available. Money should not be left in areas that are easily accessible, e.g. secretary's desk, unlocked filing cabinets, etc. **All field trip expenses must be entered and accounted for in the schools financial record system.**

2.8 Inclusion of Students Unable to Pay for Trip

Every **reasonable** attempt will be made to ensure that all students are included in Field Trip experiences and that the opportunity to participate is not withheld because of a special need or an inability to pay.

2.9 Students With Special Needs and / or Students Requiring Special Considerations

Field trips planned for classes that may include a student who requires special consideration for transportation, medical care, feeding or sleeping arrangements – every reasonable attempt should be made to include these students as part of the school community during field trips.

Ensure that the various destination facilities make every reasonable attempt to include students with special needs. At some locations, wheelchair access is difficult – if not impossible, but every consideration is to be given to include special care students in class field trips.

The Principal/Lead Teacher/Parent(s)/Guardian(s) should meet to discuss if the field trip location and available services will be appropriate and agreeable for the student(s) involved.

The safety and physical-emotional-medical well being of each student is the most important consideration in deciding how the student will participate.

2.10 Parent Meeting

For overnight Field Trips, schools shall conduct at least one information meeting for parents/guardians. Exceptions to the requirement for an information meeting may be secondary school sports teams who have qualified for regional or provincial championships or teams participating in regional or provincial tournaments or band/drama events.

2.11 Sunday Eucharist

Where a field trip includes a Sunday, ensure that the field trip plan specifies participation in the Sunday Eucharist for all students and supervisors.

2.12 Lead Teacher

Ensure that one teacher on any field trip is appointed as “Lead Teacher”. This teacher must be familiar with the items contained in this Handbook.

2.13 Record Keeping

Principals are to keep a file of each field trip taken by any group in the school. Each file should contain the details of the field trip and be available for review by the appropriate Superintendent.

2.14 School Uniforms

If applicable: school uniforms will be worn for all appropriate school activities.

2.15 Pre-Trip/Post-Trip Activities

Consistent with the Ontario Curriculum expectations, field trip planning will include pre-trip and post trip activities.

2.16 Pre-Visits

Pre-visits to a site are highly desirable. If a teacher travels to the site, he/she could recognize potential problems and shortcomings in plans as well as seeing educational opportunities, which would otherwise not be considered.

2.17 Alternate Plans

Part of trip planning will include decisions on alternatives should inclement weather or other circumstances place the Lead Teacher in a situation where the field trip must be concluded earlier than planned.

2.18 Sending Students Home

Part of planning should also be consulting with the Principal on what will be done if one or more students are so disruptive or putting themselves or others at risk, that they are to be returned to the school or home at the expense of the parent/guardian.

2.19 Students Remaining at School

The teacher, in consultation with the Principal, shall make adequate provision for appropriate schoolwork and supervision for those students remaining at school. Teachers must communicate to those students remaining behind as to where to report on the day of the trip.

2.20 Use of Illegal Drugs/Alcohol by Staff While on Field Trips

A staff member, while holding personal responsibility for the well-being and safety of students, will not consume alcoholic beverages and/or illegal drugs at any time. Specifically, staff involved in field trips are expected to abide by the Ministry of Education's Code of Conduct. This Code of Conduct expressly provides that school members must "not be in possession of, or under the influence of, or provide other with, alcohol or illegal drugs." This Code of Conduct applies at all times to staff that are on a field trip who are responsible for the supervision of students, whether directly or indirectly, and at times when staff are in the presence of students, are expected to be in the presence of students or reasonably expect to be in the presence of students.

2.21 Use of Illegal Drugs/Alcohol by Students While on Field Trips

While on a field trip, students must abide by the Board and School Codes of Conduct. Therefore, students, even those of legal age, are NOT allowed to use alcohol and/or illegal drugs at any time while on a field trip. Students and parents should be made aware, in clear terms, what the consequences are for non-compliance with this requirement.

2.22 Insurance

- i) Workers' Compensation:** SMCDSB staff are covered by Workers' Compensation while providing supervision and/or other duties specific to the responsibilities of field trips.
- ii) Student Accident Insurance:** This insurance is provided automatically to all SMCDSB students while on an approved field trip except for incidents occurring as the result of an athletic event. For all athletic events, meets, competitions and tryouts, student accident insurance would have to be purchased by the student and/or his/her parents to have coverage at such events.
- iii) Travel Insurance:** Medical expenses for accidents, which occur outside of Canada, can be considerably greater than the levels provided through OHIP. Prudent teachers, students and volunteers who are traveling outside of Canada/Province will purchase appropriate travel insurance.
- iv) Trip Cancellation Insurance:** Trip cancellation insurance may be purchased through a travel agent at the time of payment if such a field trip warrants this type of insurance. Normally, deposits and/or full payments are not refundable. Cancellation insurance provides financial protection (i.e. refunds) in the event of illness or death of the travelers(s) or a member of the traveler's family.

SECTION 3 - APPROVAL

3.1 Requirements - Forms FT1 Application Checklist and SA1 Application Checklist will assist

CURRICULUM / CO-CURRICULAR BASED FIELD TRIPS (not Athletic Field Trips)

An approved and supervised trip consisting of a scheduled, off-campus event which is an extension of the school programs. These experiences can complement the students' understanding of knowledge and skill concepts presented within the Ontario Curriculum and provide opportunities for the development of positive studies and beliefs among the students involved.

Destination	Local Sites	Programs Offered at a Different Location	Up to One-Day Field Trips	Overnight Field Trips
	These sites are those to which students typically walk from the school	These activities are regularly scheduled events and may require transportation to the site	These are to a facility offering a curriculum-based program	One or more nights including tour company based trips within Ontario
Approval	4-6 weeks	4-6 weeks	4-6 weeks	6-8 weeks
Authorization	Principal	Principal	Principal	Principal and Superintendent Approval
Forms Part A	<input type="checkbox"/> FT3 Application for Approval <input type="checkbox"/> FT4 Parental Permission Form (Local Sites) <input type="checkbox"/> FT7 Student Health Form <i>Done once each school year for the entire school year</i>	<input type="checkbox"/> FT3 Application for Approval <input type="checkbox"/> FT5 Parental Permission Form (One Day) <input type="checkbox"/> FT7 Student Health Form <input type="checkbox"/> FT8 Volunteer Driver Form (if necessary) <i>Done once for each program</i>	<input type="checkbox"/> FT3 Application for Approval <input type="checkbox"/> FT5 Parental Permission Form <input type="checkbox"/> FT7 Student Health Form <input type="checkbox"/> FT8 Volunteer Driver Form (if necessary) <i>Done once for each trip</i>	<input type="checkbox"/> FT3 Application for Approval <input type="checkbox"/> FT6 Parental Permission Form <input type="checkbox"/> FT7 Student Health Form <input type="checkbox"/> FT8 Volunteer Driver Form (if necessary) <i>Done once for each trip</i> For Out of Country / Province or educational tours outside Ontario see Experiential Learning

ATHLETIC BASED FIELD TRIPS

An approved and supervised trip consisting of a scheduled off-campus event involving a school team.

Destination	Local Sites	Programs Offered at a Different Location	Up to One Day Field Trips or Overnight Field Trips	Out of Country / Province
	These sites are those to which students walk from the school	These activities are regularly scheduled events and may require transportation to the site	These are to one day tournaments or exhibition play or tournaments involving overnight stays	
Approval	Before/Beginning of Season	Before/Beginning of Season	1-3 weeks	4-6 months
Authorization	Co-Curricular Chair (Secondary) Principal	Co-Curricular Chair (Secondary) Principal	Co-Curricular Chair (Secondary) Principal & copy to Superintendent (SO approval required for trips of 2 or more nights)	Co-Curricular Chair (Secondary) Director Of Education or Designate upon recommendation of Superintendent and Principal
Forms Part B	<input type="checkbox"/> SA3 Athletic Participation <input type="checkbox"/> SA4 Application to Approve Season (anything in addition to league play)	<input type="checkbox"/> SA3 Athletic Participation <input type="checkbox"/> SA4 Application to Approve Season (anything in addition to league play) <input type="checkbox"/> SA6 One or Multiple Day / Night Tournament Permission Form <input type="checkbox"/> FT8 Volunteer Driver Form (if necessary)	<input type="checkbox"/> SA3 Athletic Participation <input type="checkbox"/> SA5 Application for Tournaments <input type="checkbox"/> SA6 One or Multiple Day / Night Tournament Permission Form <input type="checkbox"/> FT8 Volunteer Driver Form (if necessary)	<input type="checkbox"/> SA3 Athletic Participation <input type="checkbox"/> SA5 Application for Tournaments <input type="checkbox"/> SA6 One or Multiple Day / Night Tournament Permission Form <input type="checkbox"/> FT8 Volunteer Driver Form (if necessary) <input type="checkbox"/> Parental Meeting min. 3 weeks before departure <input type="checkbox"/> Proof of Out of Country / Province Medical Insurance

EXPERIENTIAL LEARNING FIELD TRIPS

These trips are educational tours that are linked to the Ontario Curriculum and occur out of province or out of country. For example: New York, Quebec City, Montreal, Washington **OR** trips over school breaks i.e. Europe. (Includes tours booked through companies)

Approval Time: Trips **within North America** require approval **4-6 months prior to departure**.
Trips **overseas** require approval **8 months prior to departure**.

Authorization: Principal, Superintendent and Director of Education or Designate upon recommendation of Superintendent and Principal.

Step 1: **Preliminary Approval** - 6-8 months before trip

- ☐ **FT3** Application for Approval
- ☐ **Sent to Director before communication is had with parents/students etc...** attachment proposed itinerary at this time

Step 2: **Final Approval** – 3 months before trip

- ☐ Resubmit original **FT3** Application for Approval with details and all attachments
- ☐ **FT6** Parental Permission Form (Overnight)
- ☐ **FT7** Student Health Form
- ☐ Parental Meeting held a month before trip departure
- ☐ Proof of Out of Country / Province Medical Insurance

For an Experiential Learning Trip to be approved, the following information also must be specified and considered.

- a) The Lead Teacher shall conduct an information meeting for the parent(s)/guardian(s) of students involved at least three (3) weeks before the proposed field trip. At the meeting, the Lead Teacher shall outline:
 - ☐ the relationship of the trip to curriculum;
 - ☐ full details of the field trip including a communication plan in the event of an emergency;
 - ☐ costs;
 - ☐ expectations for students with regard to behaviour;
 - ☐ consequences of failure to meet the stated expectations;
 - ☐ who is in charge; and
 - ☐ how to reach the Lead Teacher.
- b) Any volunteer (non-board personnel) must have an approved Criminal Background Check with a Vulnerable Sector Screening.
- c) Whenever a teacher/volunteer realizes a personal benefit or gain as a result of organizing a trip full disclosure is required. Parents and students must be made fully aware of said gains.

For trips over Christmas or March Break: Prior to trip departure Lead Teachers will be asked by the Superintendent to prepare a package that may include the following: final list of all participants (including students/staff/volunteers), emergency contact info, phone tree, flight information, final itinerary, etc.

3.2 Not-Approved / Denied Field Trip

Is one, which has not followed the process established by Board administration to receive official approval **OR** is one, which has followed the process, but has been denied. Neither the school nor the School Board shall sponsor, promote, or participate in the planning of any denied and/or not-approved trip. Any Board employee involved in a non-approved or denied field trip may face disciplinary procedures and would surrender their legal claim to the Board's liability insurance coverage and to Workers' Compensation.

3.3 Withdrawal of Approval

Should an occasion arise where the approval of a field trip must be withdrawn, the decision will be made by the person responsible for final approval, and only after careful thought as to what alternatives might be possible in the particular circumstances. If the approval is withdrawn, the person responsible for the final approval shall advise all concerned as soon as possible and to assist them in recovering any resulting personal loss. The Board reserves the right to cancel a trip at any time for safety and/or security reasons.

In the event of a withdrawal of approval, cancellation or alteration of an approved field trip, reimbursement for financial losses regarding costs contributed or assumed by students, their parents/guardians, or staff is governed by the following:

- 1) the general rule is that the Board will not reimburse students, parents/guardians, or staff for any financial costs contributed or assumed by them;
- 2) there are no circumstances in which the Board will reimburse in respect to expenses incurred by students, parents/guardians, or staff in connection with expenditures of a personal nature;
- 3) when the Board or school is reimbursed for some or all of the cost of the field trip, the Board will share equitably the amount received in proportion to the losses incurred by the participants including the Board itself, taking into consideration amounts paid, and amounts credited to any participants.

SECTION 4 - SUPERVISION

4.1 Guidelines

The safety and supervision of students on field trips is of the utmost importance. The Board will endeavour to ensure that every reasonable precaution is taken to ensure the safety of students while on a school field trip.

A sufficient number of adult supervisors must be provided to ensure that adequate care is taken of the students.

Individual activities/field trips and various site/program requirements may result in some changes to the ratio. **Principals and Teachers must refer to the Ontario Safety Guidelines for Secondary and Elementary Schools / Ontario Physical and Health Education Association (OPHEA) 2010 handbook for recommended supervision practices and ratio of adult to student supervision.** It is preferable to err on the side of caution and increase rather than decrease the level of supervision. See Section 5 – School Activities.

The following ratios are suggested for general field trips **but may increase due the nature of the activity/trip at the discretion of the Principal.**

- | | | | |
|---------------------|------|---------------------------|------|
| • Kindergarten | 1:6 | • Intermediate (Gr. 7-10) | 1:20 |
| • Primary (Gr. 1-3) | 1:10 | • Senior (Gr. 11-12) | 1:25 |
| • Junior (Gr. 4-6) | 1:15 | | |

Principals and Teachers should give careful consideration to any special needs students when class field trips are being planned.

4.2 Use of Parent Volunteers

Schools often use parent volunteers to aid in the supervision of students as well as helping carry out programs.

- Supervisors/volunteers must have an approved Criminal Background Check with a Vulnerable Sector Screening.
- Parent volunteers must be adequately informed of the expectations for their behaviour and their responsibilities in the role of volunteer trip supervisor.
- Parent volunteers are to be informed of the expectations for children's behaviour and of appropriate strategies for coping with misbehaviour. Volunteer supervisors will receive Health and Safety Training where applicable.
- Before the field trip, a meeting with parent volunteers should be held to discuss such items as the purpose of the field trip and outline the general nature of the field trip and what will be learned from it.
- Volunteer Supervisors on School Outings - The Board's liability insurance policy extends coverage to all SMCDSB staff and volunteers on a field trip which has been properly approved by the authority designated earlier in this document and who are working within the scope of their duties for the Board. This coverage responds to law suits that are brought against staff or volunteers who are supervising school events.

4.3 Adult Supervision: Male - Female Supervisors

For any overnight field trip in which students of both genders are involved, adult supervisors of both genders must be present. At least one of these adult supervisors shall be a teacher from the school involved.

4.4 Student List

Two lists of all students and chaperones participating in a field trip shall be compiled prior to the trip. One list shall be available in the school office and the other shall be in the possession of the Lead Teacher of the field trip. If more than one bus is used, the Lead teacher and other chaperones must be in possession of the student list. The students must travel in the bus to which they have been assigned and where their names are listed.

The Lead Teacher shall carry the Student Identification information at all times. This should include:

- | | | |
|---|---|---|
| <input type="checkbox"/> Student Name | <input type="checkbox"/> Health Information | <i>Note: in eSIS, a Medical List can be printed including all of the information listed.</i> |
| <input type="checkbox"/> Address | <input type="checkbox"/> Emergency Contact | |
| <input type="checkbox"/> Telephone Number | <input type="checkbox"/> Name and Number | |

SECTION 5 – SCHOOL ACTIVITIES

5.1 Activities Requiring Special Planning / Consideration

Principals and Teachers must refer to the Ontario Safety Guidelines for Elementary and Secondary, OPHEA 2010, prior to taking part in any activity

For a complete and current list of OPHEA Approved Activities and Guidelines visit the OPHEA website:

www.ontariosafetyguidelines.ca User Name: SMCDSB Password: safe1g7

As per OSBIE, the following activities have OPHEA Guidelines but are deemed ‘high risk’. Provided all OPHEA Safety Guidelines are met, the following activities are permitted:

High Ropes	Rock Climbing / Climbing Walls
Wilderness and or Winter Camping	Mountain Biking
Snowboarding, Snowblading, Snow tubing	

In order to participate in any of the above activities, the Lead Teacher must provide the Principal with

- ☐ A printout taken from the OPHEA Guidelines for the specific activity
- ☐ Written documentation of appropriate steps taken by the teacher to adhere to the OPHEA Guidelines. For example:
 - ✓ Rock Climbing: Certification from Rock Climbing facilities by “a qualified Challenge Course Professional as defined in the most current edition of The Association for Challenge Course Technology” (OPHEA Guidelines)
 - ✓ Mountain Biking: "Define specific routes to the students so they are aware of the boundaries for activity, whether using a commercial or non-commercial site. When choosing a site the following conditions must be taken into consideration: sun , wind , suitability of terrain” (OPHEA Guidelines)

For participation in an activity not specifically covered in the OPHEA Safety Guidelines, approval by the Superintendent is required.

Effective September, 2009, all participants must wear an appropriate snow sport helmet for school excursions to OSRA member facilities. (NOTE: Helmet use is not required for Cross Country Ski programs). The SMCDSB requires appropriate snow sport helmets for skiing, snowboarding and snowblading regardless of where the field trip occurs (ie regardless of whether the resort is an OSRA member or not).

The SMCDSB requires CSA approved helmets (ski, bicycle or hockey) for all skating field trips.

To review the safety of snow sports, review OSBIE’s School Board/Snow Resort Safety Guidelines for out of school trips for Winter Sports Education. <http://www.osbie.on.ca/pdf/English-Ski-Package.pdf>

5.2 Recreational Water Activities

On Field Trips involving aquatic activities, the Lead Teacher and the Principal are responsible for ensuring that the policy regarding supervision ratio and qualifications for lifeguards is followed as outlined below:

a) Minimum Supervision Required for Aquatics (OPHEA 2010,Swimming/Synchronized Swimming Pools)

i) Lifeguards

Instructors and/or Head Lifeguard must hold one of the following current certifications:

- Ontario Teachers Aquatic Standard (OTAS)
- National Lifeguard Services Lifeguard Certificate (NLS)

(Instructor certification and OTAS do not meet the safety requirements of the regulation.)

Assistant Lifeguards may have any one of the following certifications:

- Canadian Red Cross Water Safety Instructor Award,
- Lifesaving Society Instructor Certificate plus an Assistant Lifeguard Certificate,
- Lifesaving Society Swim Instructor Certificate plus an Assistant Lifeguard Certificate,
- YMCA Instructor Certificate.

Note: Verified copies of certification must be available in the pool area and be attached to the Application for Approval (See Form Section – Part A - #FT3)

ii) Supervision Ratio for Recreational Swim (Free Swim – No Instruction)

Teachers must accompany students to the pool and be on deck or in the pool during the recreational/free swim.

Number of Swimmers: Number of Lifeguard Ratio

1 - 25	1 lifeguard	76-150	2 lifeguards, 2 assistants
26-50	1 lifeguard, 1 assistant	151-225	3 lifeguards, 2 assistants
51-75	2 lifeguards, 1 assistant		

The minimum supervision ratio should be exceeded whenever necessary, taking into consideration the nature of the activity including consideration of risks.

b) Pools

i) When swimming in a public or private facility (e.g., hotel swimming pool) the Principal is responsible for ensuring that supervision ratios and qualifications for lifeguards are followed.

ii) Students must adhere to the following regulations:

- no running or pushing on deck,
- no gum chewing,
- no food in pool area,
- stay clear of diving area,
- no diving from boards or areas higher than 2 meters,
- no shoes on deck, and
- no students with infected cuts or sores in pool.

iii) Teachers must accompany students to the pool and be on the deck or in the pool.

c) Limits on Non-Swimmers

Non-swimmers are to be confined to the shallow end under the supervision of the appropriate qualified instructor(s).

d) Teacher's Role

If a Teacher is organizing and supervising a class involved in a **learn-to-swim program** he/she will remain in the observation area to maintain surveillance of the students who are swimming and to supervise any non-participants.

e) Emergency Procedures

All Teachers must be aware of emergency procedures and equipment.

f) Leaving Students Unsupervised

Under NO circumstances, should any group of children in the water be left unattended and without careful and close supervision.

5.3 Activities NOT Permitted By SMCDSB

Listed below are high-risk activities where the educational value is minimal for the students involved when compared to the potential risks and/or liabilities to the Lead Teacher of the Field Trip, the Principal, the School and the School Board.

The Following Activities Are NOT Allowed In SMCDSB:

- Skydiving,
- Downhill mountain biking,
- Firing ranges,
- Paint-ball warfare games,
- White Water Kayaking, Canoeing, Rafting,
- Water Parks.

Fun Fairs/Pep Rallies:

- Dunk Tanks,
- Diving into or sliding on foam, mud, ice or snow,
- Use of air-filled "Fun Structures",
- Hot air balloon rides,
- Aircraft or helicopter rides from school property,
- Animal rides,
- Demolition of derelict vehicles, equipment or buildings,
- Use of Fireworks or other pyrotechnic devices.

Areas Where No Travel Is Allowed

No school may organize travel to:

- (a) Natural disaster areas,
- (b) War zones,
- (c) Regions with political or civil instability.

SECTION 6 – TRANSPORTATION

“The safest means of transporting students is in a school bus. According to Transport Canada, a passenger traveling in a school bus is 16 times safer than in any other private passenger vehicle. This fact should be taken into consideration whenever students must be transported.” OSBIE website

If required, transportation will be arranged in accordance with the following procedures:

- In accordance with the Field Trip Policy and Procedures, when making bus transportation arrangements, the Principal is responsible for selecting a carrier from the approved bus operators (operators who are contracted by Simcoe Muskoka Catholic District School Board).
- Bus operators who are not contracted by the Board and do not provide regular service for transporting students to and from school may not meet the safety standards or insurance requirements of the Board.
- Section 6.2 is a list of bus operators contracted by Simcoe Muskoka Catholic District School Board. Please ensure that you select one of these carriers when making transportation arrangements for field trips/excursions.
- All field trips must begin and end at the home school.
- All transportation carriers should instruct participants on the safety procedures of the vehicle they are operating.

6.1 Guidelines for Operators – (bus and taxi companies)

a) Transporting Students via Bus

Scenario 1 – Bus is provided BOTH WAYS

If a bus is being provided to and from an event, it is mandatory for students to use the bus. Students should not drive themselves or anyone else to or from the event! (Exceptions will be permitted at the principal's discretion, in advance of the event. For example, a parent who wishes to drive his/her own dependent instead of permitting the child to ride the bus to the activity must obtain written permission from the principal prior to the activity.)

Scenario 2 – Bus is provided ONE WAY

If transportation is provided ONE WAY from the school to the event, once the event is completed, the student is expected to find his/her own transportation. For example: Inner city games.

Scenario 3 – Bus is not provided

If the board is not providing transportation students are responsible for arranging their own transportation. For example: weekend tournaments, night games.

Note: For an event being held during the school day, a bus or rented vehicle should be provided.

b) Transporting Students via Taxis

The use of a taxi is not promoted by OSBIE. If a taxi is being used, it is suggested that an agreement is entered into with a single taxi company, ensuring the company is properly insured and that clear expectations are set out. Parents should be advised when their child is going to an event in a taxi.

6.2 List of Board Approved Bus Operators

SIMCOE COUNTY STUDENT TRANSPORTATION CONSORTIUM (Operators Contracted By SMCDSB as of January 2009)

Allandale School Transit 728-1100
137 Brock Street West
Barrie, ON L4N 3K3

First Student Canada (Orillia) 326-7376
445 Laclie Street,
P.O. Box 250
Orillia, ON L3V 6J6

First Student Canada (Barrie) 721-6888
81 Saunders Rd.
Barrie, ON L4M 6E7

First Student Canada (Midland) 526-4281
990 William St.
Midland, ON L4R 4L1

First Student Canada (Muskoka) 645-5421
23 Gray Road,
Bracebridge, ON P1L 1P8

Hammond Transportation Ltd. 645-5431
P.O. Box 441
Bracebridge, ON P0B 1C0

Parkview Transit Ltd. 905-775-5331
90 Reagens Industrial Parkway
R.R.#1, Bradford, ON L3Z 2A4 2

Floyd Sinton Ltd. #280 Vespra St. 721-4008
Barrie, ON L4N 2H2

Sinton Bus Lines 446-1196
#50 Sanford Fleming Dr.
Collingwood, ON L9Y 4V7

Stock Transportation Ltd. – Alliston 435-7764
254 Nelson Street E.
P.O. Box 520
Alliston, ON L9R 1V7

6.3 Guidelines for Drivers of Personal and Rental Vehicles

If any alternate transportation arrangements are required, the Principal must be contacted for approval prior to departure.

a) Students

- **STUDENTS CAN NEVER TRANSPORT OTHER STUDENTS!**
- Students traveling individually to or from field trip locations **MUST** have submitted a Volunteer Driver Form - Form Section FT8 to be signed by the principal.

b) Volunteer Drivers (this includes SMCDSB Staff)

A 'volunteer driver' is defined as any person authorized by SMCDSB who has agreed to be a driver without compensation for a certain trip while they are driving their own or another licensed automobile.

Volunteer drivers transporting students must:

- Be at least 21 years of age;
- Possess, as required by provincial law, a valid unrestricted driver's license and adequate insurance coverage (recommended minimum \$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 brokers
- Have completed and signed a **Volunteer Driver Form – Form Section – Part A - #FT8** (These will be kept on file for ongoing use during the year).
- Provide the Board prompt notice, with all available particulars, of any accident arising out of the use of a licensed automobile during a trip on business of the Board.

c) Use of Personal Vehicles - Insurance

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

The School Board's Liability Policy contains an endorsement, called the Non-Owned Automobile Endorsement, which extends liability 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. For example, if an accident occurred while the vehicle was being operated on a school outing, the vehicle was insured for \$1 million of liability insurance, and there was a successful suit against the owner of the vehicle for \$3 million, the Board's liability insurance would respond to the \$2 million in excess of the \$1 million carried by the owner. There is no coverage under this endorsement for damage to the vehicle itself. It is **liability insurance only**.

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 the no-fault accident benefits under the liability policy in place on the vehicle in which they were riding at the time of the accident.

If the teacher chooses to transport students, please be aware that OECTA does not recommend this practice.

d) Use of Rental Vehicles

Please note: Persons driving Rental Vehicles must also adhere to Volunteer Driver criteria.

i) Insurance

Vehicles being rented by school staff **MUST be rented in the name of the School Board** (not the school), and the *optional insurance coverage* offered by the rental company **must** be purchased (**Collision and Comprehension**). The rental agency will require the driver to provide proof of a driver license category required for the operation of the vehicle being rented. A list of the license requirement seating capacity of the vehicle is provided below.

“Renting vans in the teacher or volunteer’s name (instead of the school board name) can leave that individual personally responsible for high deductibles or repair costs if the vehicle they are renting is damaged”. – March 2006 Oracle, OSBIE.

From *Oracle – Dec. 2006* - Based on recent discussions and further clarification on rental vehicles (daily, weekly, or less than 30 days) for school board purposes, there is a change in the way the OAP-1 Owner's Auto Liability coverage works in conjunction with the OSBIE Non-Owned Policy and the rental agency's auto policy. Based on the NEW legislation, which was effective March 1, 2006, the new priority of coverage reads as follows:

1. Primary Auto Liability - Personal auto policy of driver who rents the vehicle
2. Excess Auto Liability # 1 - OSBIE Non-Owned Auto Policy
3. Excess Auto Liability # 2 - Rental Agency

This is a change over the previous rules that made the Rental Agency Auto Liability policy the primary coverage, and the OSBIE Non-Owned Auto policy in excess of that policy.

Vehicles that transport students for school purposes require that the driver carry the proper class of license. Operating a vehicle with an improper class of license is illegal, and may void or limit insurance coverage on the vehicle.

ii) Licensing and Vehicle Requirements

Seating capacity is the key determinant, not the number of passengers actually being carried.

The chart below summarizes the licensing and vehicle requirements:

Status of Vehicles	Passenger Capacity	Driver License	School Purpose Vehicle Requirements as per Highway Traffic Act
Rental vehicle, Owned, leased or rented in the name of the Board , driven by a Volunteer, Staff or Parent	1 to 5 passenger seats plus the driver.	G	NONE
Rental Vehicle, Owned, leased or rented in the name of the Board , driven by a Volunteer, Staff or Parent	6 to 9 passenger seats plus the driver	G	Safety Inspection Sticker Log Book Other Regulations per Contract Reg. 483 (611)

Use of 10 - 15+ passenger vans is prohibited by SMCDSB

e) Special Considerations when transporting students

- Will obtain written approval from the parent/guardian of student passengers;
- Whenever personal vehicles are used as the means of transportation, children under 80 lbs. must travel in the back seat of the car.
- A child must be properly secured in the appropriate child safety seat or booster seat, in the back seat of the car when:
 - A child is under 8 years old, weighs less than 36kg (80lb) and stands less than 145cm (4ft. 9 in.) tall (ref. Ontario Ministry of Transportation)
- When a child meets any one of the following criteria, a seatbelt alone may be used:
 - Eight years of age and older;
 - 80 pounds or more;
 - 4 feet, 9 inches or taller.

6.4 Guidelines for Activities Involving Water Craft

I) Non-Powered Watercraft (canoes, kayaks and rowboats, etc.)

- a) Each student **MUST** wear a Canadian-Approved Personal Flotation Device (PFD) of appropriate size.
- b) Each watercraft must meet safety standards set by the Ministry of Fisheries and Oceans as outlined in its Safe Boating Guide Manual. Any operator is required to hold a valid Boat Operator's card.
- c) For day and overnight canoe trips, there must be a designated trip supervisor who is Ontario Recreational Canoeing Association (ORCA) Level II certified or equivalent. There must also be a second supervisor who is ORCA Level I certified. One adult must be qualified in Board-recognized First-Aid procedures. One adult must have lifeguard qualifications as outlined in Section E - #2.
- d) Before participating in a day or overnight canoe trip students will receive instruction in:
 - i. Entries and exits;
 - ii. Safety including rescue techniques and travel formation;
 - iii. Basic strokes;
 - iv. Transportation/lifts and portaging, and
 - v. Maintenance and care of equipment.
- e) When students are participating in a residential camp boating program (boating takes place in a defined area, supervised by camp staff, often by shore or by a small motor boat), the camp shall be O.C.A. (Ontario Camping Association) accredited and adhere to the safety guidelines set out by that association. These O.C.A. standards shall satisfy the Board's requirements for safety guidelines in this case.
- f) Where park regulations or other circumstances require that the group be split into separate parties, each group must have the following certifications: lifeguard qualifications, ORCA Level 1 and Board-recognized First-Aid. Each group must also carry a First-Aid kit.
- g) White water (gravity driven) boating is NOT permitted. If whitewater is encountered on a trip, it shall be portaged. Boating on lakes with large whitecaps (wind driven) shall be avoided at all times.
- h) Adult Supervisory Ratio - The minimum number of adult supervisors, which includes the leader, for a canoe tripping experience, involving SMCDSB students will be 1 supervisor for every 8 students.
Principals and Teachers must refer to the Ontario Safety Guidelines for Elementary and Secondary, OPHEA 2010 handbook for recommended supervision practices and ratio of adult to student supervision. (See Section E for website information)
- i) Passenger/Weight Limitations - No craft shall carry more passengers and/or weight than recommended by the manufacturer.
- j) First-Aid Certification - Any person conducting a Small Water Craft activity shall hold a current first aid certification from one of the following:
 - Red Cross
 - St. John Ambulance
 - Canadian Ski Patrol
 - Royal Life Saving Society of Canada**or** be a registered nurse or medical doctor.
- k) Land Training - Comprehensive land training, appropriate to the Watercraft involved, must be conducted in advance.

II) Powered Watercraft (tour boats, ferries, etc.,)

If the field trip or excursion involves transportation by water the Teachers should ensure that:

- a) All powered watercraft meet safety and inspection standards set by Transport Canada for the size and type of vessel.
- b) Ensure tour companies and/or boat operators provide evidence or certificate of liability insurance and are properly licensed.
- c) All powered watercraft carry the necessary lifesaving equipment, including Personal Flotation Devices (PFD), in the correct sizes, for all the adults and students on the trip. *The excursion should not proceed if the operator does not have the required number of proper life jackets!*
- d) All powered watercraft operators should carry children's PFD in appropriate numbers for use by all students under 40 kg that will be traveling on the trip.
- e) The powered watercraft operator provides safety instructions.
- f) Students shall not operate any powered watercraft.

6.5 Guidelines for Activities Involving Aircraft

- Only licensed, certified commercial passenger air carriers are to be used.
- Cancellation insurance, if available, is the responsibility of the student, parent/guardian.
- Cancellation and resultant loss of any funds, no matter what the cause, is the responsibility of the student, parent/guardian or their insurer should coverage have been purchased.
- The Board assumes no financial responsibility in the event of flight cancellation for whatever reason.

SECTION 7 - FIRST AID / SAFETY

7.1 Medical Information

The Lead Teacher must be fully informed of all medical or dietary conditions that any of the students participating in a field trip may have. The Lead Teacher must ensure that the proper procedures for administering medication and/or medical assistance are available. Any request by parents for the administration of oral medication or the injection of medication in an emergency must be processed according to the procedures outlined in the Learning Environmental Policy - LE-02 Student Health Care. Similarly, parents should be informed of their responsibility of alerting school personnel when medication needs to be taken by a student or is self administered by a student.

7.2 First Aid Training

It is strongly recommended that at least one teacher or supervisor on a field trip have knowledge of emergency first aid procedures. A first aid kit should also accompany the Lead Teacher on the field trip.

7.3 Dealing with an Accident of a Serious Nature

At the first opportunity, contact the Principal or Superintendent and the Parent/Guardian to inform him/her of the accident. In the event that a serious injury or fatality occurs during a field trip, the designated supervisor (Lead Teacher) must contact the Principal, Vice Principal or the appropriate Superintendent immediately to report the incident. A serious injury is deemed to be one where the injured party requires medical treatment See Form Section Part A - FT2

If a student is ill and/or injured, he or she may NOT be sent home unaccompanied.

Within 24 hours of a serious accident an Incident Report Form should be submitted as per OSBIE Regulations

7.4 Fire Drill - Evacuation Procedure

If the overnight field trip is to a conventional residential outdoor centre, a fire drill procedure is generally dealt with when students arrive. The Lead Teacher will ensure this is done during the pre-trip meeting with centre staff.

Field trips that use motels, hotels and/or dormitory residences require that the Lead Teacher investigate evacuation procedures and provide accurate details to students.

It is most important that a predetermined meeting location be established in the event that a fire alarm is sounded.

FORMS

PART A – Curriculum Based Trips and Experiential Field Trips

Application and Checklists

- FT1 Field Trip Application Checklist
- FT2 Field Trip Checklist / Emergency Procedures
- FT3 Application for Approval To Take Students On A Field Trip

Parental Permission Forms

- FT4 Local and Regular Use Site
- FT5 One Day
- FT6 Overnight
- FT7 Student Health Form
- FT8 Volunteer Drivers Form

PART B – School Athletic Programs

- SA1 School Athletic Checklist
- SA2 Phys Ed. Participation Form
- SA3 Ongoing Athletic Participation Form
- SA4 Application for Principals to Approve Season
- SA5 Application for Principal to Approve Overnight Tournaments
- SA6 Overnight and/or Additional Tournament Permission Form

FT1 (Rev. Jan. 2011) **Field Trip Application Checklist**

This checklist is intended to be sequential. Depending on the nature of the field trip, some items may have to be adapted to suit your situation.

SMCDSB Application for Approval To Take Students on a Field Trip - to be submitted to Principal well in advance of proposed field trip date(s) (recommended time line: 4-6 weeks for Local or One day field trips, 6-8 weeks for Overnight and 6 - 8 months for Experiential field trips).

- ☐ Principal's preliminary approval obtained.
- ☐ If applicable: SMCDSB Application for Approval To Take Students on a Field Trip submitted to Principal well in advance of proposed field trip date(s) according to approval timelines.
- ☐ Parents/Guardians informed of details of trip.
- ☐ Parental Approval Form sent out and received for all student participants.
- ☐ Health Forms sent out and received for all student participants.
- ☐ If applicable: proof of out of country medical insurance obtained.
- ☐ Detailed program developed (includes site visit if possible, pre-trip activities, itinerary, equipment/training needs, appropriate supervision, student checklists, reservations at sites, etc.) and verified by the Principal.
- ☐ Transportation arrangements are finalized and approved by the Principal.
- ☐ If applicable: appropriate arrangements made to cover program/supervision responsibilities at the school.
- ☐ If applicable: Resource personnel contacted or contracted for assistance.
- ☐ If applicable: Parent Information Meeting arranged (3 weeks before field trip).
- ☐ List of students, bus roster(s), medical information, emergency contact with Lead Teacher and at school office.
- ☐ Post-trip activities, field trip evaluation.

FT2 (Rev. Jan. 2011) **Field Trip Checklist / Emergency Procedures**

****** This form should accompany the
Lead Teacher on the day of the Trip ******

- ☐ Permission Forms Received from all students
- ☐ Health Forms received from all students
- ☐ Bus Lists / Attendance verified
 - Lead Teacher must have a complete list of all students on all buses.
 - Bus lists must be submitted to the main office prior to departure.
- ☐ First Aid – aware of any administration of medications / allergies, bring First Aid Kit
- ☐ If applicable, submit a cheque request form 2-3 days in advance.
- ☐ Bring a cheque.

GENERAL EMERGENCY PROCEDURES

- ☐ Assess the situation
- ☐ Render First Aid as necessary
- ☐ Call 911 as necessary
- ☐ Notify Principal Contact Number(s): _____
- ☐ One adult will track and monitor student attendance
- ☐ Principal will notify Superintendent of Education, parents, guardians or emergency contacts

BUS/BOAT ACCIDENT

At the scene of the accident the Lead Teacher(s) of the Field Trip will:

- ☐ Ensure that all students remain at the scene until an ambulance attendant has had the opportunity to assess the condition of the students.
- ☐ Record the names of the students and staff that were on the bus/boat at the time of the accident.
- ☐ Obtain the names of injured students along with the name of the hospital to which they are taken and notify the school. If possible, one adult supervisor will travel to the hospital where those injured are being treated.
- ☐ Ensure the safety of the remaining students and arrange for their transportation back to the school, or home.
- ☐ Only release students (under eighteen (18) years of age) into the custody, of their parent or guardian.

Student lists will be used to record students who have been released. Departure times and the name of the person that the child left with must be recorded.

MISSING STUDENT

- ☐ Group supervisor is to inform Lead Teacher immediately.
- ☐ Initiate a search using known adults. Do not leave other students unsupervised.
- ☐ Call 911 if student is not found.
- ☐ Inform the Principal. Keep Principal informed of any new developments.
- ☐ Await the arrival of police before arranging for the return of other students.
- ☐ Principal will notify Superintendent of Education, parents, guardians or emergency contacts.
- ☐ Lead Teacher will remain at the scene to provide information, if required.

FT3 (Rev. Jan. 2011) **Application For Approval To Take Students On Field Trip**

School: _____ Application Date: _____

Destination: _____ Date of trip: _____

Grade(s): _____ Course/Club: _____

Lead Teacher: _____ Signature: _____
One teacher on any field trip must be designated "Lead Teacher"

Number of Female Teachers: _____ Names: _____

Number of Male Teachers: _____ Names: _____

Additional Staff Required: (Specify) _____

Identify Teacher Supervisors: _____

How is teacher coverage being provided for? _____

(Number of Volunteer Supervisors) Male: _____ Female: _____

Have volunteers provided a Criminal Background Check with Vulnerable Sector Screening? Yes _____ No _____

(Number of Students) Male: _____ Female: _____

Curricular / Co-Curricular Rationale: _____

Does the trip include a Sunday? Have arrangements been made to attend Sunday Eucharist? Yes ___ No ___ N/A ___

If yes, please provide details (location, time, church etc.) _____

Consideration for Special Needs students:

TRANSPORTATION:

Mode: _____ Company: _____

Departure Date: _____ Return Date: _____

Departure Time: _____ Return Time: _____

Expenditures		Income	
Transportation:		Fundraising:	
Admission Charges:		School Share:	
Meals:		Other Source:	
Accommodation:			
Supply Teacher Cost: (Days x \$250.00)			
Student Share:			
Other (specify):			
Total Expenditures:		Total Income:	
School Share:		Parent/Student Share:	Other Sources (specify):

Please attach as appropriate:

- ☐ Copy of completed Parental Permission Form and any other proposed letter of communication to parents/guardians detailing the trip (e.g. location, activities, departure time, arrival time, emergency contact information, etc.) Also include Health form, Indemnification of Liability forms, contract etc.
- ☐ Proposed Itinerary including:
 - Dates of meeting with parents/volunteers (if applicable)
 - Detailed program developed such as site visit if possible, pre-trip activities, itinerary, equipment/training needs, appropriate supervision, student checklists, and reservations at sites. Note: if the field trip includes a Sunday, the field trip plan must specify participation in the Sunday Eucharist for all students and supervisors
- ☐ Appropriate arrangements made to cover program / supervision responsibilities at the school
- ☐ Where 'high risk' activities are proposed, you must consult Section 5 – School Activities and attach documentation adhering to OPHEA Guidelines
- ☐ Post trip evaluation, field trip evaluation

If applicable:

- ☐ Copy of Teacher/Instructor/Volunteer Certificate (e.g. swimming, canoeing, skiing)
- ☐ Proof of Out of Country Medical Insurance obtained
- ☐ Resource personnel contacted or contracted for assistance
- ☐ For Experiential Learning Trips – disclosure of any commission or any other benefit that is being received by the teachers

COMMENTS:

I have read the Field Trip Policy Handbook and am familiar with the administrative procedures.

Teacher in Charge: _____

(Print name)

Signature of Teacher in Charge: _____ **Date:** _____

Signature of Principal: _____ **Date:** _____

Signature of Superintendent (if applicable): _____ **Date:** _____

Signature of Director (if applicable): _____ **Date:** _____

FT4 (Rev. Jan. 2011) Parental Permission Form (Local and Regular Use Sites)

School Name: _____ Class/Grade: _____

Lead Teacher: _____ Mode of Transportation: _____

Site to be visited: _____

This/these facility(ies) is/are to be used on a regular basis through the 2010 - 2011 school year.

Type of Activity Involved: _____

Dates of use: _____

Departure Time: _____ Return Time: _____

Cost: _____ Please make cheque payable to: _____

Other pertinent information: (hats, sunscreen, water, rain gear, etc. required for the activity) _____

Health Form Update: Please provide any additional medical information not included on the Student Health Form that is on file at the school: _____

Students are expected to behave in the same manner as they would if they were in school during a regular school day. School regulations, behaviour policies, etc. shall apply, as explained to them by the staff supervisors and shall be extended to cover the duration of the field trip, evenings included.

ELEMENTS OF RISK: Educational activity programmes, such as those listed above involve certain elements of risk. Accidents may occur while participating in these activities. Examples of these accidents that may cause injury can include:

These accidents result from the nature of the activity and can occur without any fault on either the part of the student, or the School Board or its employees or agents, or the facility where the activity is taking place. By choosing to participate in the activity you are aware of the potential risk of an accident occurring. The chance of an accident occurring can be reduced by carefully following instructions at all times while engaged in the activity. If you choose to allow your son/daughter to participate you must understand that by signing this form, you are aware of the possible risks and that an accident might occur. The Simcoe Muskoka Catholic District School Board does not provide any accidental death, disability, dismemberment or medical expenses insurance on behalf of the students participating in this activity. Student Accident Insurance coverage may be purchased through Reliable Life Insurance Company (905) 523-5587.

ACKNOWLEDGEMENT: I have read the above. I understand that in permitting my child to participate in these activities, I verify that I am aware of the risks involved in this activity.

Name of Student: _____ Signature of Student: _____

Name of Parent/Guardian: _____ Signature of Parent/Guardian: _____

PERMISSION

I have read the itinerary and I am familiar with the nature of the activities in which my son/daughter will be participating. To my knowledge my son/daughter is capable physically and emotionally of participating in this trip. I give permission to participate.

I have discussed the attached information with my son/daughter and I understand that should his/her conduct become detrimental to the moral tone of field trip or to the safety or welfare of others on the field trip, I will be contacted and my son/daughter could, at the discretion of the Lead Teacher, be returned home under supervision and at my expense

I give permission for my child _____ to take part in supervised activities at the above named location(s) for the school year 2010 - 2011.

Signature of parent/guardian: _____ Date: _____

FT5 (Rev. Jan. 2011) Parental Permission Form (One Day)

School: _____ Class/Grade: _____

Lead Teacher: _____ Additional Staff: _____

Educational Objective: _____

Destination: _____

Date: _____ Departure & Return Time: _____

Mode of Transportation: _____

Estimated Expenses Travel: \$ _____

Meals: \$ _____ Other: \$ _____

TOTAL COST: \$ _____ Please make cheque payable to: _____

Health Form Update: Please provide any additional medical information not included on the Student Health Form that is on file at the school:

Students are expected to behave in the same manner as they would if they were in school during a regular school day. School regulations, behaviour policies, etc. shall apply, as explained to them by the staff supervisors and shall be extended to cover the duration of the field trip, evenings included.

ELEMENTS OF RISK: Educational activity programmes, such as those listed above involve certain elements of risk. Accidents may occur while participating in these activities. Examples of these accidents that may cause injury can include:

These accidents result from the nature of the activity and can occur without any fault on either the part of the student, or the School Board or its employees or agents, or the facility where the activity is taking place. By choosing to participate in the activity you are aware of the potential risk of an accident occurring. The chance of an accident occurring can be reduced by carefully following instructions at all times while engaged in the activity. If you choose to allow your son/daughter to participate you must understand that by signing this form, you are aware of the possible risks and that an accident might occur. The Simcoe Muskoka Catholic District School Board does not provide any accidental death, disability, dismemberment or medical expenses insurance on behalf of the students participating in this activity. Student Accident Insurance coverage may be purchased through Reliable Life Insurance Company (905) 523-5587.

ACKNOWLEDGEMENT: I have read the above. I understand that in permitting my child to participate in these activities, I verify that I am aware of the risks involved in this activity.

Name of Student: _____ Signature of Student: _____

Name of Parent/Guardian: _____ Signature of Parent/Guardian: _____

PERMISSION

I have read the itinerary and I am familiar with the nature of the activities in which my son/daughter will be participating. To my knowledge my son/daughter is capable physically and emotionally of participating in this trip. I give permission to participate.

I have discussed the attached information with my son/daughter and I understand that should his/her conduct become detrimental to the moral tone of field trip or to the safety or welfare of others on the field trip, I will be contacted and my son/daughter could, at the discretion of the Lead Teacher, be returned home under supervision and at my expense.

Signature of Parent/Guardian: _____ Date: _____

FT6 (Rev. Jan. 2011) Parental Permission Form (Overnight)

School: _____ Class/Grade: _____

Lead Teacher: _____ Additional Staff: _____

Educational Objective: _____

Destination: _____

Departure Date: _____ Departure Time: _____

Return Date: _____ Return Time: _____

Mode of Transportation: _____

Accommodation Information: _____

Estimated Expenses Travel: \$ _____ Accommodation: \$ _____

Meals: \$ _____ Other: \$ _____

TOTAL COST: \$ _____ Please make cheque payable to: _____

Health Form Update: Please provide any additional medical information not included on the Student Health Form that is on file at the school:

Students are expected to behave in the same manner as they would if they were in school during a regular school day. School regulations, behaviour policies, etc. shall apply, as explained to them by the staff supervisors and shall be extended to cover the duration of the field trip, evenings included.

ELEMENTS OF RISK: Educational activity programmes, such as those listed above involve certain elements of risk. Accidents may occur while participating in these activities. Examples of these accidents that may cause injury can include:

These accidents result from the nature of the activity and can occur without any fault on either the part of the student, or the School Board or its employees or agents, or the facility where the activity is taking place. By choosing to participate in the activity you are aware of the potential risk of an accident occurring. The chance of an accident occurring can be reduced by carefully following instructions at all times while engaged in the activity. If you choose to allow your son/daughter to participate you must understand that by signing this form, you are aware of the possible risks and that an accident might occur. The Simcoe Muskoka Catholic District School Board does not provide any accidental death, disability, dismemberment or medical expenses insurance on behalf of the students participating in this activity. Student Accident Insurance coverage may be purchased through Reliable Life Insurance Company (905) 523-5587.

ACKNOWLEDGEMENT: I have read the above. I understand that in permitting my child to participate in these activities, I verify that I am aware of the risks involved in this activity.

Name of Student: _____ Signature of Student: _____

Name of Parent/Guardian: _____ Signature of Parent/Guardian: _____

PERMISSION: I have read the itinerary and I am familiar with the nature of the activities in which my son/daughter will be participating. To my knowledge my son/daughter is capable physically and emotionally of participating in this trip. I give permission to participate.

I have discussed the attached information with my son/daughter and I understand that should his/her conduct become detrimental to the moral tone of field trip or to the safety or welfare of others on the field trip, I will be contacted and my son/daughter could, at the discretion of the Lead Teacher, be returned home under supervision and at my expense.

Signature of Parent/Guardian: _____ Date: _____

FT7 (Rev. Jan. 2011) **Student Health Form**

Student Information

Name: _____ Date of Birth (dd/mm/yy): _____

Address: _____

City: _____ Postal Code: _____ Home Phone #: _____

Health Card #: _____ Family Doctor: _____ Phone #: _____

Name of Parent /Guardian: _____

Mother/ Guardian

Father /Guardian

Parent / Guardian's Work Number: _____

Mother/Guardian

Father/Guardian

Emergency Contact Name: _____ Phone #: _____

Medical Concerns

Do any of the following conditions apply to this student?

Allergies (please circle all that apply): DRUG FOOD PLANT INSECT ENVIRONMENTAL OTHER

Please provide allergy details: _____

Epi-Pen Required: Yes No

Diabetes: _____ Asthma: _____ Epilepsy: _____ Heart Condition: _____

Recent Illness/Operation: _____ Rash: _____ Contact Lenses: _____

Describe details of above: _____

Please describe any other food restrictions (eg. Religious, vegetarian, etc.): _____

Does this student require regular medication, please describe: _____

NOTE: For all activities, it is the parent's/guardian's option as to whether or not the student carries the Ontario Health Card. Photocopies of cards or numbers without cards are not acceptable. Hospitals and physicians have an obligation to treat a person in need of medical assistance even if the person is not carrying his/her card.

Acknowledgement of Medical Information

I _____ acknowledge that the above information is complete and correct.
Parent/Guardian Name

Parent/Guardian Signature: _____ **Date:** _____

FT8 (Rev. Jan. 2011) 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:

3. Vehicle Information: Make: _____ Year: _____ Licence # _____

Date: _____ School: _____

Principals Signature: _____

A list of passengers assigned to each vehicle must be provided to the Principal prior to departure of each trip.

The driver must carry a copy of this information in the vehicle.

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 a 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, 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
- e) Be aware that if the vehicle is equipped with passenger-side airbags, children under 12 years should not be permitted to ride in the front seat. (see vehicle manufacturer's recommendation).

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 included but is not limited to: Trustees, employees, teachers, parents, volunteers, officials of the Board. "Trip drivers" should be at least 21 years old.

DECLARATION TO BE SIGNED BY DRIVER

I declare that I hold an unrestricted driver's license and am authorized to drive in Ontario, and my vehicle is insured by a valid automobile liability insurance policy as required by Ontario law.

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 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 an unrestricted driver's license, is authorized to drive and is insured as an operator under the vehicle's liability insurance.

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

Signature: _____ Date: _____

SUMMARY OF INSURANCE COVERAGE

1. Volunteer Supervisors on School Premises

The school 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.

2. Volunteer Drivers for School Activities

- Ontario legislation makes automobile insurance compulsory in the Province of Ontario. This same legislation makes the owner's insurance primary coverage in the event of an accident. In other words, **the insurance carried on the vehicle responds to claims first.**
- If a vehicle which is not owned by the school board is being operated by a volunteer or any other board employee for approved school activities, the board's Non-owned Automobile insurance endorsement will respond to Third Party Liability claims in excess of the owner's insurance limit up to a total combined limit as stated in the non-owned Auto policy. **For example, if the limit of liability coverage on the owner's vehicle were \$500,000 and a claim cost a total of \$2 million, the automobile insurer would pay the first \$500,000 and the non-owned automobile liability policy would pay the next \$1.5 million.**
- There is **no coverage provided by the school board's insurance for damage to volunteer's or employee's vehicles** while they are being operated for board activities.
- According to Provincial Legislation, passengers who are injured would recover Accident Benefits coverage from their own or a 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 are riding.**

3. Personal Automobile Insurance Coverage

For the personal protection of volunteer drivers it is **recommended 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.

PART B - School Athletic Programs

Coaches/Administrators are to be familiar with the entire *SMCDSB Field Trip Policy Document*, but are to limit their use of forms regarding Athletics to this section.

Rationale: Due to the nature and frequency of the School Athletic Programs, the following section has been added in order to help achieve consistency and accountability related to the appropriate Permission Forms.

Note: These forms have been developed for Secondary School use but may be used by Elementary School programs.

Volunteer Driver Form

Must be filled out by any volunteer (teacher, parent etc.) before transporting students. See Form Section – Part A - #FT8.

Guideline For School Athletic Forms

SA1 School Athletic Checklist

SA2 Phys Ed. Participation Form

Must be 2 pages (include the Elements of Risk) and must be distributed at the beginning of the school year. See your Co-Curricular Chairperson.

SA3 Ongoing Athletic Participation Form

Must be 2 pages (include the Elements of Risk) and must be distributed at the beginning of the season. See your Co-Curricular Chairperson.

SA4 Application for Principals to Approve Season

This includes any dates, other than scheduled league play, that may be part of your season. For example: exhibition games, local tournaments, etc...

SA5 Application for Principal to Approve Overnight Tournaments

MUST be filled out for any Overnight or Out of Town tournament IN ADDITION TO the Application for Principals to Approve Season Form.

SA6 One or Multiple Day / Night Tournament - Permission Form

Once ANY tournament has been approved by your Principal, this form MUST be sent out to parents and returned to the coach before departure

SA1 (Rev. Jan. 2011) School Athletic Checklist

Pre Season

- ☐ SMCDSB **Application for Principals to Approve Season – Form Section - Part B - #SA4** must be submitted to the Principal well in advance of league play. This form includes any games above and beyond regular league play. i.e. list of known exhibition games; local tournaments etc... Any event not listed on this initial form must be resubmitted for approval. ***NOTE: Any intent on taking students on an overnight tournament requires further approval. See: Application for Principal to Approve Overnight/Out of Town Tournaments. See Form Section – Part B - #SA5.***
- ☐ Principal's preliminary approval obtained.
- ☐ SMCDSB **On-going Athletic Participation Form #SA3** (with Element of Risks) sent out and received for all student participants.
- ☐ Parents / Guardians informed of details of league / season. (Letter should be attached to **On-going Athletic Participation Form**)
- ☐ Transportation arrangements are finalized and approved by the Principal.
- ☐ If applicable: appropriate arrangements made to cover program/supervision responsibilities at the school.
- ☐ If applicable: appropriate arrangements made to cover volunteer driver responsibilities at the school. Form Section – Part A - #FT8.

In Season

- ☐ If applicable SMCDSB **Application for Principal to Approve Overnight/Out of Town Tournaments Form #SA5**, submitted to Principal **well in advance** of proposed event. **ANY OVERNIGHT / OUT OF TOWN TOURNAMENT or additional games MUST BE SUBMITTED FOR APPROVAL WITH APPROPRIATE DETAILS COMPLETED!**
- ☐ Parents / Guardians informed of details of Tournaments and/or Additional Games Fill out the **Overnight / Additional Tournament Permission Form #SA6**.
- ☐ Parental Approval Form sent out and received for all student participants.
- ☐ Transportation arrangements are finalized and approved by the principal
- ☐ If applicable: appropriate arrangements made to cover program/supervision responsibilities at the school.
- ☐ List of students, medical information, emergency contact with Lead Teacher and at school office.

Course: _____ Teacher(s): _____

Description of Activities: _____

Location: The school will be using _____
 on a regular basis throughout the course in order to facilitate the program. Details (schedule, transportation, etc...) Please see attached.

Student Information (PLEASE MAKE CHANGES IF NECESSARY)

Name: _____ Date of Birth (dd/mm/yy): _____

Address: _____

City: _____ Postal Code: _____ Home Phone #: _____

Health Card #: _____ Family Doctor: _____ Phone #: _____

Name of Parent /Guardian: _____

_____ Mother/ Guardian Father /Guardian

Parent / Guardian's Work Number: _____

_____ Mother/Guardian Father/Guardian

Emergency Contact Name: _____ Phone #: _____

Medical Concerns

Do any of the following conditions apply to this student?

Allergies (please circle all that apply): DRUG FOOD PLANT INSECT ENVIRONMENTAL OTHER

Please provide allergy details: _____

Epi-Pen Required: Yes No

Diabetes: _____ Asthma: _____ Epilepsy: _____ Heart Condition: _____

Recent Illness/Operation: _____ Rash: _____ Contact Lenses: _____

Describe details of above: _____

Please describe any other food restrictions (eg. Religious, vegetarian, etc.): _____

Does this student require regular medication, please describe: _____

NOTE: For all activities, it is the parent's/guardian's option as to whether or not the student carries the Ontario Health Card. Photocopies of cards or numbers without cards are not acceptable. Hospitals and physicians have an obligation to treat a person in need of medical assistance even if the person is not carrying his/her card.

Acknowledgement of Medical Information

I _____ acknowledge that the above information is complete and correct.

Parent/Guardian Name

Parent/Guardian Signature: _____ Date: _____

Please read and sign reverse.

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ELEMENTS OF RISK: The risk of injury exists in every activity. However due to the very nature of some activities, the risk of injury may increase. All sports have high physical demands and inherent risks, which are beyond the control of the Simcoe Muskoka Catholic District School Board. Falls, collisions and other incidents may occur and cause injury. Athletes must assume the risks and dangers. The safety and well being of students is a prime concern and attempts are made to manage, as effectively as possible, the foreseeable risks inherent in the activity. The chance of an accident occurring can be reduced by carefully following instructions at all times while engaging in the activity. If you choose to allow your son/daughter to participate you must understand that by signing this form, you are aware of the possible risks and that an accident might occur. The Simcoe Muskoka Catholic District School Board does not provide any accidental death, disability, dismemberment or medical expenses insurance on behalf of the students participating in this activity. Student Accident Insurance coverage may be purchased through Reliable Life Insurance Company (905) 523-5587.

BEHAVIOUR: Students are expected to behave in the same manner as they would if they were in school during a regular school day. School regulations, behaviour policies, etc. shall apply, as explained to them by their coaches and shall be extended to cover the duration of the activity. I understand that should the conduct of my son/daughter become detrimental to the safety and welfare of others, I will be contacted and my son/daughter could, at the discretion of the Lead Teacher, be returned home under supervision and at my expense. In the event of absenteeism, remuneration for activity expenses will not be provided.

ACKNOWLEDGEMENT: I have read the Elements of Risk and the Behaviour Guidelines and I am familiar with the current schedule of activities to be played. I understand that in permitting _____ to participate in these activities, I verify that I am aware of the risks involved in this activity. To my knowledge, the above named student is capable physically and emotionally to participate in this activity. I give the student permission to participate in this activity.

Signature of Student: _____ Date: _____

Signature of Parent/Guardian: _____ Date: _____
(Not necessary if student is 18 or older)

On-Going Athletic Participation Form

Sport / Team: _____ Coaches: _____

Description of _____ Season: Sport will run from _____

Location: The school will be using _____
 on a regular basis through the season in order to facilitate the program. Details (practices, league competition/meets
 tournaments, transportation, other) to follow on attached schedule.

Student Information (PLEASE MAKE CHANGES IF NECESSARY)

Name: _____ Date of Birth (dd/mm/yy): _____

Address: _____

City: _____ Postal Code: _____ Home Phone #: _____

Health Card #: _____ Family Doctor: _____ Phone #: _____

Name of Parent /Guardian: _____

	Mother/ Guardian	Father /Guardian
--	------------------	------------------

Parent / Guardian's Work Number: _____

	Mother/Guardian	Father/Guardian
--	-----------------	-----------------

Emergency Contact Name: _____ Phone #: _____

Medical Concerns

Do any of the following conditions apply to this student?

Allergies (please circle all that apply): DRUG FOOD PLANT INSECT ENVIRONMENTAL OTHER

Please provide allergy details: _____

Epi-Pen Required: Yes No

Diabetes: _____ Asthma: _____ Epilepsy: _____ Heart Condition: _____

Recent Illness/Operation: _____ Rash: _____ Contact Lenses: _____

Describe details of above: _____

Please describe any other food restrictions (eg. Religious, vegetarian, etc.): _____

Does this student require regular medication, please describe: _____

NOTE: For all activities, it is the parent's/guardian's option as to whether or not the student carries the Ontario Health Card. Photocopies of cards or numbers without cards are not acceptable. Hospitals and physicians have an obligation to treat a person in need of medical assistance even if the person is not carrying his/her card.

Acknowledgement of Medical Information

I _____ acknowledge that the above information is complete and correct.

Parent/Guardian Name

Parent/Guardian Signature: _____ Date: _____

Please read and sign reverse.**Page 1**

ELEMENTS OF RISK: The risk of injury exists in every activity. However due to the very nature of some activities, the risk of injury may increase. All sports have high physical demands and inherent risks, which are beyond the control of the Simcoe Muskoka Catholic District School Board. Falls, collisions and other incidents may occur and cause injury. Athletes must assume the risks and dangers. The safety and well being of students is a prime concern and attempts are made to manage, as effectively as possible, the foreseeable risks inherent in the activity. The chance of an accident occurring can be reduced by carefully following instructions at all times while engaging in the activity. If you choose to allow your son/daughter to participate you must understand that by signing this form, you are aware of the possible risks and that an accident might occur. The Simcoe Muskoka Catholic District School Board does not provide any accidental death, disability, dismemberment or medical expenses insurance on behalf of the students participating in this activity. Student Accident Insurance coverage may be purchased through Reliable Life Insurance Company (905) 523-5587.

BEHAVIOUR: Students are expected to behave in the same manner as they would if they were in school during a regular school day. School regulations, behaviour policies, etc. shall apply, as explained to them by their coaches and shall be extended to cover the duration of the activity. I understand that should the conduct of my son/daughter become detrimental to the safety and welfare of others, I will be contacted and my son/daughter could, at the discretion of the Lead Teacher, be returned home under supervision and at my expense. In the event of absenteeism, remuneration for activity expenses will not be provided.

ACKNOWLEDGEMENT: I have read the Elements of Risk and the Behaviour Guidelines and I am familiar with the current schedule of activities to be played. I understand that in permitting _____ to participate in these activities, I verify that I am aware of the risks involved in this activity. To my knowledge, the above named student is capable physically and emotionally to participate in this activity. I give the student permission to participate in this activity.

Signature of Student: _____ Date: _____

Signature of Parent/Guardian: _____ Date: _____
(Not necessary if student is 18 or older)

Note: Overnight trips require completion of the **Overnight / Additional Tournament Permission Form.**

SA4 (Rev. Jan. 2011) **Application For Principal To Approve Season**

***Form - SA5 Must be Completed and Submitted for Approval to the Principal
for all Overnight Tournaments***

Year _____ Sport _____ Coach _____

Proposed Date	Location	Time	Total Cost	Cost to Student	Cost to School	Transportation	Initials of Principal

- **Dates are subject to change without notice.**
- **It is the responsibility of the coach to ensure that parents/guardians be advised of any changes.**

PARENTS MUST BE PROVIDED WITH A SEPARATE PERMISSION FORM FOR ANY OVERNIGHT TOURNAMENTS OR OUT OF TOWN GAMES NOT LISTED ABOVE.

Approved by Athletic Coordinator: _____

Approved by Principal: _____

SA5 (Rev. Jan. 2011) **Application For Principal Approval To Take Student-Athletes On Overnight Tournaments Form**

For any overnight tournaments, this form MUST be filled out in addition to the ‘Application to Principal to Approve Season Form’ (form SA4)

School: _____ Date of application: _____

Team: _____

Coach(es) / Teacher(s): _____ # Male: _____ # Female: _____

Total # Students: _____ Male: _____ Female: _____

Destination: _____

Accommodations: Specify details _____

Departure Date: _____ Time: _____

Return Date: _____ Time: _____

Means of Transportation: (bus, rental, personal vehicles etc.) _____

Teacher in Charge: _____

Financing

ANTICIPATED INCOME		EXPENDITURES
\$ collected from students		Transportation
\$ from Co-Curricular Budget / School Contribution		Entry Fee
Other sources (i.e. Fundraising)		Accommodation
		Other (specify)
TOTAL		TOTAL

I am aware that if parents/students/teachers/ etc. are driving that a Volunteer Driver Form must be completed. YES _____ NO _____

I have read the Field Trip Policy Handbook and am familiar with administrative procedures.

Signature of Coach: _____ Date: _____

Reviewed by Athletic Coordinator: _____ Date: _____

Approved by Principal: _____ Date: _____

One Or Multiple Day / Night Tournament – Permission Form

Team: _____ Event: _____

Departure Date/Time: _____ Return Date/Time: _____

Transportation: _____ Teacher In Charge: _____

Accommodation Information: _____

In case of late return or for other inquiries contact: _____

Estimated Expenses (per athlete): Travel: \$ _____ Accommodation: \$ _____

Other: \$ _____ TOTAL: \$ _____

Please make cheque payable to: _____ Meals: \$ _____

ELEMENTS OF RISK: The risk of injury exists in every activity. However due to the very nature of some activities, the risk of injury may increase. Injuries may range from minor sprains and strains to more serious injuries such as concussions, broken bones, etc. The safety and well being of students is a prime concern and attempts are made to manage, as effectively as possible, the foreseeable risks inherent in the activity. The chance of an accident occurring can be reduced by carefully following instruction at all times while engaged in the activity. If you choose to allow your son/daughter to participate you must understand that by signing this form, you are aware of the possible risks and that an accident might occur. The Simcoe Muskoka Catholic District School Board does not provide any accidental death, disability, dismemberment or medical expenses insurance on behalf of the students participating in this activity. Student Accident Insurance coverage may be purchased through Reliable Life Insurance Company (905) 523-5587.

BEHAVIOUR: Students are expected to behave in the same manner as they would if they were in school during a regular school day. School regulations, behaviour policies, etc. shall apply, as explained to them by their coaches and shall be extended to cover the duration of the trip. I understand that should the conduct of my son/daughter become detrimental could, at the discretion of the Lead Teacher, be returned home under supervision and at my expense. I agree to accept full responsibility for any additional expenses that may be incurred on behalf of the student on this trip. Also, in case of emergency, the teacher in charge is hereby authorized to have the student admitted to hospital for emergency treatment if necessary.

ACKNOWLEDGEMENT: I have read the Elements of Risk and the Behaviour Guidelines and I am familiar with the current activities planned. I verify that in permitting _____ to participate in these activities, I am aware of the risks involved in this activity.. To my knowledge, the above named student is capable physically and emotionally to participate in these activities. I give the student permission to participate in the above named activity.

HEALTH FORM UPDATE: Please provide any additional medical information not included on the Student Health Form that was filled out at the beginning of the season: _____

Approval of Athletic Coordinator: _____ Date: _____

Approval of Principal: _____ Date: _____

Signature of Student: _____ Date: _____

Signature of Parent/Guardian: _____ Date: _____