



**YORK REGION DISTRICT SCHOOL BOARD**

***Policy #642.0, Field Trips  
Procedure #642.1, Field Trips: One Day  
Procedure #642.2, Field Trips: Two to Five Days  
Procedure #642.3, Field Trips: Beyond Five Days  
Procedure #642.4, Field Trips: Overnight Sporting Events***

The York Region District School Board recognizes that well-organized, well-planned field trips enhance learning for students by providing authentic experiences beyond the classroom that make connections between curriculum and the broader world.

Four procedures outline specific responsibilities for different field trip durations:

- *Procedure #642.1, Field Trips: One Day*
- *Procedure #642.2, Field Trips: Two to Five Days*
- *Procedure #642.3, Field Trips: Beyond Five Days*
- *Procedure #642.4, Field Trips: Overnight Sporting Events*

**What has changed?**

Major Changes to the Document	<i>Language was streamlined and content was aligned. Revisions reflect existing practice.</i>
Reason for Review	<i>Document alignment</i>
Who is affected by these changes and what is the impact on current practice?	<i>All participants involved in organizing and participating in a field trip.</i>
Implementation Timelines	<i>Immediate</i>
Lead Superintendents/Subject Matter Expert	<i>Superintendent of Schools, Operations Allan Hoyle</i>

**What are the timelines and next steps?**

This policy and procedure was adopted as a working document at the November 1, 2016 Board meeting. Comments received during this time will be scheduled for consideration at the appropriate meetings.

**Who has responsibilities?**

- Director of Education
- Superintendents of Schools
- Principals
- Staff organizers and supervisors
- Students
- Parents/guardians
- Volunteer Supervisors

**Relationship to Board priorities**

The *Field Trips policy* and its related procedures address the goal of enhancing student learning by providing exposure to learning beyond the classroom. This policy relates to the following Board priorities:

### ***Student Achievement and Well-being***

Continuously increase student achievement and well-being through a culture of caring and learning, which emphasizes: positive relationships among students, staff, parents/guardians, and community members; engagement of students, staff, parents/guardians, and community members in public education; student and staff mental and physical well-being.

### ***Delivery of Effective and Appropriate Educational Programs***

Deliver effective and sustainable educational programs to each student by: providing equitable access to differentiated and relevant learning opportunities, resources and programs; engaging students as partners in their learning.

### ***Stewardship of Board Resources***

Align human and financial resources with Board priorities by: demonstrating professionalism and accountability for high standards of practice in all Board operations.

### **How do I find out more or provide feedback?**

Questions about this policy and/or procedure should be raised with your principal, manager or supervisor. If additional clarification is required, principals, managers and supervisors may contact the lead superintendent and/or subject matter expert.

In accordance with the [Board Policies, Procedures and Supporting Documents](#) policy and procedure, the Board welcomes all comments and suggestions on Board policy.

Input is an important component of the review process. If you feel a policy and/or procedure needs to be revised, feedback may be submitted through the school council or by submitting the on-line form. In your response please;

- outline clearly the specific section(s) of the policy and/or procedure in which you are not comfortable,
- identify the reason(s) for your concern(s), and
- suggest specific alternate wording to reflect your position.

Specific recommendations or questions about the review process should be submitted using the on-line form or sent to the Assistant Manager, Board and Trustee Services via email at [policy.committee@yrdsb.ca](mailto:policy.committee@yrdsb.ca), or via telephone at 905-727-0022 extension 2217 or in hard copy at [The Education Centre – Aurora](#).



# **Board Policy #642.0**

## **Field Trips**

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The York Region District School Board recognizes that well-organized, well-planned field trips enhance learning for students by providing authentic experiences beyond the classroom that make connections between curriculum and the broader world.

### **Application**

It is expected that there will be no costs for field trips that are mandatory in the context of meeting curriculum expectations. Field trips that are not mandatory will be considered enhancements to student programming and be conducted on a cost-recovery basis, minimizing costs where possible.

This policy and related procedures apply to students, staff members, parents/guardians and volunteers. Reasonable measures will be taken to prevent risk of harm and ensure equity of access and safety.

Consideration must be given to having an administrator present on overnight field trips within Canada or the continental United States. Each field trip outside Canada and the continental United States **must** have an administrator accompany the trip.

International situations that result in a [Government of Canada Travel Advisory](#) beyond “Exercise normal security precautions” may result in the cancellation of any field trip, at any time, regardless of cost. Similarly, unforeseen circumstances may arise that may result in cancellation at any time before or during the trip. In the event of withdrawal of Board support, parents/guardians may choose to proceed with the trip without staff involvement, understanding that parents/guardians are solely responsible for all aspects of the trip.

This policy does not apply to brief community excursions off school property that last less than one day and do not require transportation.

Field trip participants must adhere to the approved itinerary. All Board policies and procedures apply to field trips, regardless of destination laws and customs. Appropriate consequences may be applied. Inappropriate behaviour may result in the student being sent home **at parental expense**.

The buying, selling and/or use of alcohol or illegal drugs by all participants are strictly prohibited regardless of circumstances, age and destination laws, customs and/or culture.

### **Legislative Context**

*Education Act*

### **Definitions**

*Eligible Student*

An eligible student must be enrolled in an organizing or participating school and meet all school requirements.

### *Field Trip*

A field trip is an off-site excursion for students. Field trips enhance learning, are organized and supervised by staff members and require transportation.

Field trips will:

- provide appropriate safety measures for all participants;
- accommodate students in accordance with Board policies and procedures; and
- consider age appropriate travel time.

### *Mandatory Field Trip*

A mandatory field trip is directly related to curriculum. Eligible students are expected to attend.

Mandatory field trips will:

- have no charge;
- include assessment and evaluation; and
- provide comparable assessment and evaluation for those who do not attend.

### *Non-Mandatory Field Trip*

A non-mandatory field trip enhances learning and may or may not be related to a class or course.

Non-mandatory field trips will:

- be voluntary;
- ensure participants meet class and school requirements;
- be run on a cost-recovery basis;
- minimize costs, wherever possible;
- be scheduled to minimize absence from school; and
- not include assessment and evaluation.

### *Staff Organizer*

A staff organizer is an employee responsible arranging the field trip.

## **Responsibilities**

*The Board of Trustees is responsible for:*

- reviewing the Field Trips policy in accordance with the priorities in the [Trustees' Multi-Year Plan](#) and the approved policy review cycle; and
- understanding and communicating with members of the community about the Field Trips policy, as required.

*The Director of Education is responsible for:*

- implementing and operationalizing the Field Trips policy.

*The Associate Directors, Coordinating Superintendents and the Superintendent of School, Operations are responsible for:*

- supporting the implementation of the Field Trips policy; and
- authorizing field trips: beyond five days in conjunction with the superintendent of schools.

*Superintendents of Schools are responsible for:*

- authorizing two-to-five-day field trips; and
- providing initial approval for field trips beyond five days and submitting applications to the Superintendent of Schools, Operations and Associate Director for final approval.

*Principals are responsible for:*

- authorizing one-day field trips;
- providing initial approval for two-to-five-day field trips and field trips beyond five days and submitting applications to the superintendent of schools; and
- consulting with parents/guardians and school council members regarding the purpose of field trips, as required.

*Parents/guardians are responsible for:*

- giving written permission for their child to participate in field trips.

### **Related Policies**

[Caring and Safe Schools](#)

[Equity and Inclusivity](#)

[Provision of Health Support Services in School Settings](#)

[Student Transportation](#)

[Volunteers in Schools](#)

### **History**

Approved: 1983

Reviewed: 1995

Working Document: July 2013, November 2016

Revised: 1989, 2001, 2007, April 2014

Current Status: Working Document

*It is the expectation of the York Region District School Board that all employees, students and persons invited to or visiting Board property; or partaking/volunteering in Board or school-sponsored events and activities will respect the policies and procedures of the Board. The term "parents" refers to both parents and guardians in all Board policies and procedures.*



# Board Procedure #642.1

## Field Trips: One Day

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This procedure outlines the responsibilities associated with organizing, conducting and supervising field trips that are **no more than one day** in duration.

Trips that are more than one day in duration or related to sporting events are referred to in the appropriate procedure:

- [Field Trips: Two to Five Days](#)
- [Field Trips: Beyond Five Days](#)
- [Field Trips: Overnight Sporting Event](#)

### Application

#### *Approval Criteria*

All one-day field trips must:

- be approved by the principal before the trip is booked;
- be run on a cost-recovery basis that minimizes cost, wherever possible;
- accommodate, where possible, parental concerns related to religion, faith and culture;
- ensure all students have the opportunity to attend (with parent/guardian approval as required);
- accommodate students with special needs, ensuring equal access and supervision for high-needs students in accordance with the Student Safety Plan;
- ensure curriculum relevance;
- provide for the health and safety of all participants;
- ensure that activities comply with the [Ontario Physical Education Safety Guidelines](#) and [the Wilderness Canoe Tripping and Overnight Backpacking Standards](#);
- have an itinerary;
- outline in writing supervision expectations for staff members and volunteers;
- provide plans for assessment and evaluation related to curriculum, where appropriate, that will be completed by students who do not participate in mandatory field trips;
- adhere to all relevant Board policies and procedures and school code of conduct; and
- ensure the private vendor or facility operator has the necessary certification and general liability insurance of at least \$2,000,000.

### Definitions

#### *One-Day Field Trips*

A one-day field trip is an off-site excursion for students that **does not exceed one day** or require overnight accommodation.

### *Supervision Ratio for Field Trips: One Day*

This is the minimum acceptable standard of supervision for one-day field trips.

<b>Grade(s)</b>	<b>Supervision Ratio</b>
Kindergarten	1 adult to 5 students
1-3	1 adult to 8 students
4-6	1 adult to 10 students
7-9	1 adult to 13 students
10-12	1 adult to 15 students

Mandatory supervision ratios are also listed in the [Ontario Physical Education Safety Guidelines](#) and [the Wilderness Canoe Tripping and Overnight Backpacking Standards](#)

### **Responsibilities**

*The Director of Education shall:*

- allocate staff and resources to support the Field Trips: One Day procedure.

*Associate Directors, Coordinating Superintendents and Superintendents shall:*

- ensure that the requirements in the Field Trips: One Day procedure are communicated to all schools.

*Principals shall:*

- authorize one-day field trips;
- ensure that the field trip meets approval and supervision criteria;
- encourage parent/guardian participation in accordance with the [Volunteers in our Schools policy](#);
- ensure all participants receive appropriate information about the trip;
- communicate the availability of financial assistance with dignity and confidentiality;
- work with staff organizers to determine which students participate;
- decide whether volunteer supervisors are to be reimbursed for reasonable out-of-pocket expenses;
- cancel transportation for field trips on inclement weather days; and
- shorten, cancel or terminate a field trip if the activity cannot proceed safely.

*Staff organizers shall:*

- **when planning a one-day field trip;**
  - distinguish between mandatory and non-mandatory field trips,
  - adhere to all field trip criteria,
  - research the location and be familiar with seasonal conditions,
  - have the appropriate knowledge to lead the trip,
  - identify and inform staff and volunteers of their responsibilities,
  - take into account the maturity, skills and abilities of the students when planning activities,
  - prepare appropriate documentation and submit to the principal for approval, and
  - charge fees on a cost recovery basis for non-mandatory field trips.
- **once the one-day field trip is approved;**
  - make all arrangements,
  - obtain completed consent forms and payment,
  - inform parents of the option for field trip insurance coverage, if required,
  - ensure emergency information is available for each participant,

- ensure students and parents/guardians are aware of behavioural expectations,
  - ensure all are aware that all one-day field trips will be cancelled on [inclement weather days](#),
  - remind participants to complete all work missed in other classes, and
  - provide an appropriate program for students who do not participate in the field trip.
- **during the one-day field trip;**
    - supervise students and follow-up on inappropriate behaviour,
    - ensure that proper equipment is worn by all participants,
    - take attendance at all points of departure and at regular intervals,
    - adhere to the planned itinerary and consult with the principal if an activity cannot proceed safely, and
    - contact the school immediately if an accident occurs and submit the [Accident/Injury Report Form](#) as soon as possible upon return to school.

*Parents/Guardians shall:*

- pay the cost of non-mandatory field trips if the child is under 18;
- review all documents;
- submit consent forms; and
- consider [volunteering](#) on field trips.

*Student participants shall:*

- meet student eligibility requirements;
- pay the cost of the non-mandatory field trip, if over 18 or over 16 and withdrawn from parental control;
- behave appropriately;
- dress appropriately for field trip activities;
- complete all assignments related to the mandatory one-day field trip; and
- complete work missed in other classes.

*Students not participating shall:*

- complete assigned work; and
- follow their regular school schedule.

*Volunteers shall:*

- receive direction from and be accountable to the staff organizer;
- comply with the [Volunteers in our Schools policy](#); and
- report any inappropriate behaviour or accidents to the staff organizer.

**Related Procedures**

[Inclement Weather Days](#)  
[Student Transportation](#)  
[Use of Private Motor Vehicles for Student Transportation](#)  
[Volunteers in our Schools](#)

**History**

Working Document: July 2013, November 2016  
 Approved: April 2014  
 Current Status: Working Document





## Board Procedure #642.2 Field Trips: Two to Five Days

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This procedure outlines the responsibilities associated with organizing, conducting and supervising field trips **that exceed one day and are completed within five days and five nights**. These field trips enhance the program of study.

Field trips of longer or shorter duration, or related to sporting events are referred to in the appropriate procedure:

- [Field Trips: One Day](#)
- [Field Trips: Beyond Five Days](#)
- [Field Trips: Overnight Sporting Event](#)

### Application

#### *Approval Criteria*

All two-to-five-day field trips must:

- be approved by the principal and superintendent of schools before the trip is booked;
- be run on a cost-recovery basis, minimizing costs wherever possible;
- accommodate, where possible, parental concerns related to religion, faith and culture;
- outline how fundraising will support the field trip, where applicable;
- ensure all students have the opportunity to attend (with parent/guardian approval as required);
- accommodate students with special needs, ensuring equal access and supervision for high-needs students in accordance with the Student Safety Plan;
- ensure curriculum relevance;
- consider the timing of the trip to allow for meaningful follow-up upon return to the school before the end of the school year for trips scheduled in June;
- provide for the health and safety of all participants;
- ensure that activities comply with [Ontario Physical Education Safety Guidelines and the Wilderness Canoe Tripping and Overnight Backpacking Standards](#);
- have an itinerary;
- outline in writing supervision expectations for staff members and volunteers;
- have an administrator in attendance on any two-to-five-day field trip occurring outside Canada and the continental United States;
- have gender representation in staff supervision, ensuring all supervisors are aware of and comfortable with their role;
- provide plans for assessment and evaluation related to curriculum, where appropriate, that will be completed by students who do not participate in mandatory field trips;
- adhere to all relevant Board policies and procedures and school code of conduct; and
- ensure the private vendor or facility operator has the necessary certification and general liability insurance of at least \$2,000,000.

All requests to schedule a [Field Trip: Two to Five Days](#) must be completed electronically.

## Definitions

### *Field Trips: Two to Five Days*

These field trips are off-site curriculum-related experiences for students **that exceed one day and are completed within five days and five nights**. These field trips may take place within Canada or internationally.

### *Supervision Ratios for Field Trips: Two to Five Days*

This is the minimum acceptable standard of supervision ratios for field trips that exceed one day and are completed within five days and five nights for all activities that take place off school property.

<b>Grade(s)</b>	<b>Supervision Ratio</b>
Kindergarten	1 adult to 5 students
1-3	1 adult to 8 students
4-6	1 adult to 10 students
7-9	1 adult to 13 students
10-12	1 adult to 15 students

Mandatory supervision ratios are also listed in the [Ontario Physical Education Safety Guidelines and the Wilderness Canoe Tripping and Overnight Backpacking Standards](#).

## Responsibilities

### *The Director of Education shall:*

- allocate staff and resources to support the Field Trips: Two to Five Days procedure.

### *Associate Directors, Coordinating Superintendents and Superintendents shall:*

- ensure the requirements in the Field Trips: Two to Five Days procedure are communicated to all schools.

### *Superintendents of Schools shall:*

- authorize field trips based on approval criteria, in conjunction with the principal;
- consult with the principal, as required;
- upon approval, ensure a signed copy of the request form is returned to the school; and
- ensure that the field trip is relevant to the curriculum and/or the focus of the school as outlined in the School Improvement Plan.

### *Principals shall:*

- authorize, in conjunction with the superintendent of schools, two-to-five-day field trips;
- ensure the field trip meets approval criteria and supervision ratios;
- return requests that are denied to the staff organizer for review and/or improvement;
- encourage parent/guardian participation in accordance with the [Volunteers in our Schools policy](#);
- ensure all participants receive appropriate information about the trip;
- communicate the availability of financial assistance with dignity and confidentiality;
- work with staff organizers to determine which students participate;
- make decisions about student participation in consultation with the superintendent of schools, as required;

- ensure parental support;
- identify an administrator to accompany the field trip to all destinations outside Canada and the continental United States in consultation with the superintendent of schools;
- decide whether volunteer supervisors are to be reimbursed for reasonable out-of-pocket expenses;
- review and sign all applicable paperwork;
- shorten, cancel or terminate a field trip if the activity cannot proceed safely;
- consider cancelling transportation for field trips on inclement weather days, in accordance with [Inclement Weather Days](#) policy;
- in case of concerns about safety in the destination,
  - liaise with staff organizers, supervisors and superintendents, as required, to consider whether to proceed with original plans, or to modify, reschedule or cancel the field trip, and
  - minimize financial loss to participants, wherever possible; and
- in case of withdrawal of Board support;
  - inform all participants,
  - determine whether the field trip may proceed without participation of staff members, in consultation with superintendents, staff organizers, students and parents/guardians,
  - work with school community members if the field trip is proceeding without participation of staff members, and with tour operators to facilitate rescheduling and/or repackaging, minimizing financial loss where possible, and
  - ensure parents/guardians and students are aware that parents/guardians will be solely responsible for all aspects of the field trip, including supervision, if the two-to-five-day field trip proceeds without staff participation.

*Staff organizers shall:*

- **when planning a two-to-five-day field trip;**
  - adhere to the field trip criteria,
  - research the location and be familiar with seasonal conditions,
  - have the appropriate knowledge to lead the trip,
  - identify and inform staff and volunteers of their responsibilities,
  - take into account the maturity, skills and abilities of the students when planning the activities,
  - prepare appropriate documentation and submit to the principal for approval,
  - charge fees on a cost recovery basis,
  - communicate with parents/guardians and hold a parent information meeting before the trip is booked, and,
    - keep a record of attendance,
    - share the costs, fundraising plans and the availability of financial assistance,
    - provide an overview of the planned activities, who will be on the trip and other relevant information,
    - review participant responsibilities, and
    - outline approval timelines, and
  - complete the online [application form](#).
- **once the two-to-five-day field trip is approved;**
  - make all arrangements,
  - obtain completed consent forms and payment,
  - refer appropriate forms to the principal,
  - inform parents of the option for field trip insurance coverage, if required,
  - arrange for parents/students to purchase comprehensive medical/travel insurance and trip cancellation insurance,
  - ensure emergency information is available for each participant,
  - ensure students and parents/guardians are aware of behavioural expectations,

- ensure all participants and parents/guardians are aware that field trips may be cancelled on [inclement weather days](#).
  - remind student participants to complete all work missed in other classes,
  - provide an appropriate program for students who do not participate in the field trip,
  - prepare an emergency communication plan,
  - provide detailed information about the trip to parents/guardians and volunteers,
  - consider holding a follow-up meeting for field trip participants, if needed, and
  - inform staff members of field trip dates and participating students.
- **during the field trip;**
    - supervise students and follow up on inappropriate behaviour,
    - ensure that proper equipment is worn by all participants,
    - take attendance at all points of departure and regular intervals,
    - adhere to the planned itinerary and consult with the principal if an activity cannot proceed safely, and
    - contact the school immediately if an accident occurs and submit the [Accident/Injury Report Form](#) as soon as possible.

*Parent(s)/Guardian(s) shall:*

- ensure costs of the two-to-five-day field trip are paid for children under 18;
- review all documents and attend information sessions;
- submit consent forms;
- consider [volunteering](#) on field trips; and
- work with the principal to discuss in case of withdrawal of Board support for the field trip.

*Student participants shall:*

- meet student eligibility requirements;
- attend information sessions;
- ensure the costs of the two-to-five-day field trip are paid, if over 18 or over 16 and withdrawn from parental control;
- complete and submit forms within specified timelines;
- behave appropriately;
- dress appropriately for field trip activities;
- complete all assignments related to the field trip; and
- complete work missed in other classes.

*Students not participating shall:*

- complete assigned work; and
- follow their regular school schedule.

*Volunteers shall:*

- receive direction from and be accountable to the staff organizer;
- comply with the [Volunteers in our Schools policy](#);
- attend meetings as required;
- understand their roles and responsibilities;
- complete all appropriate forms and documentation; and
- report any inappropriate behaviour or accidents to the staff organizer.

### **Related Procedures**

[Inclement Weather Days](#)

[Student Transportation](#)

[Use of Private Motor Vehicles for Student Transportation](#)

[Volunteers in our Schools](#)

### **History**

Approved: 1994

Working Document: June 2012, July 2013, November 2016

Revised: 2003, 2007, October 2008, April 2014

Current Status: Working Document



# Board Procedure #642.3

## Field Trips: Beyond Five Days

This procedure outlines the responsibilities associated with organizing, conducting and supervising field trips that are **five or more days and nights**. These field trips enhance the program of study.

Field trips of shorter duration or related to sporting events are referred to in the appropriate procedure:

- [Field Trips: One Day](#)
- [Field Trips: Two to Five Days](#)
- [Field Trips: Overnight Sporting Event](#)

### **Application**

#### *Approval Criteria*

All field trips beyond five days must:

- be approved by the principal, superintendent of schools and Associate Director(s) of Education before the trip is booked;
- be run on a cost-recovery basis, minimizing costs wherever possible;
- accommodate, where possible, parental concerns related to religion, faith and culture;
- outline how fundraising will support the trips, where applicable;
- ensure all students have the opportunity to attend (with parent/guardian approval as required);
- accommodate students with special needs, ensuring equal access and supervision for high-needs students in accordance with the Student Safety Plan;
- ensure curriculum relevance;
- consider the timing of the trip to allow for meaningful follow-up upon return to the school before the end of the school year for trips scheduled in June;
- provide for the health and safety of all participants;
- ensure that activities comply with [Ontario Physical Education Safety Guidelines and the Wilderness Canoe Tripping and Overnight Backpacking Standards](#);
- have an itinerary;
- outline in writing supervision expectations for staff members and volunteers;
- have an administrator in attendance;
- have gender representation in staff supervision, ensuring all supervisors are aware of and comfortable with their role;
- provide plans for assessment and evaluation related to curriculum, where appropriate, that will be completed by students who do not participate in mandatory field trips;
- adhere to all relevant Board policies and procedures and school code of conduct; and
- ensure the private vendor or facility operator has the necessary certification and general liability insurance of at least \$2,000,000
- have a completed [Extended Field Trip Checklist](#) with all accompanying documents, submitted to the principal at least six months before the trip

All requests to schedule a [Field Trip: Beyond Five Days](#) must be completed electronically.

## **Definitions**

### *Field Trips: Beyond Five Days*

An extended field trip is an off-site excursion for students of **five or more days and nights**. These field trips may take place within Canada or internationally.

### *Financial Transactions*

Financial transactions are monetary transactions between participants and the tour operator.

### *Supervision Ratio for Field Trips: Beyond Five Days*

The minimum acceptable standard of supervision for extended field trips is one supervisor to 10 students.

## **Responsibilities**

### *Director of Education shall:*

- allocate staff and resources to support the *Extended Field Trips* procedure.

### *Associate Directors and/or Coordinating Superintendents shall:*

- ensure all requirements in the Field Trips: Beyond Five Days procedure are communicated to all schools;
- give final approval for all field trips beyond five days; and
- in cases of concern about safety in the destination, decide with superintendents how to proceed.

### *Superintendents of Schools shall:*

- authorize, in conjunction with the principal, field trips beyond five days based on approval criteria, and submit to Associate Director(s) for final approval;
- not approve supply teacher costs unless absolutely necessary and in conjunction with the Associate Director(s);
- upon approval by the Associate Director(s), return a signed copy of the request form to the school; and
- in cases of concern about safety in the destination, liaise with Associate Director(s) and the principal(s) to determine how to proceed.

### *Principals shall:*

- authorize field trips beyond five days and forward to the superintendent of schools for review;
- ensure the field trip meets approval criteria and supervision ratios;
- return requests that are denied to the staff organizer for review and/or improvement;
- encourage parent/guardian participation in accordance with the [Volunteers in our Schools](#) policy;
- ensure all participants receive appropriate information about the trip;
- communicate the availability of financial assistance with dignity and confidentiality;
- work with staff organizers to determine which students participate;
- make decisions about student participation in consultation with the superintendent of schools;
- ensure parental support;
- participate in an initial meeting for parents/guardians and/or students;
- ensure that all communication to students and parents/guardians before approval clearly states "Subject to Approval";
- identify an administrator to accompany the field trip;
- decide whether volunteer supervisors are to be reimbursed for reasonable out-of-pocket expenses;

- review and sign all applicable paperwork;
- consult with the superintendent of schools in determining whether to shorten, cancel or terminate a field trip if the activity cannot proceed safely;
- consider cancelling transportation for field trips on inclement weather days, in accordance with [Inclement Weather Days](#) policy;
- in case of concerns about safety in the destination,
  - immediately contact the superintendent of schools and the tour operator to review the situation,
  - liaise with staff organizers, supervisors and superintendents, as required, to consider whether to proceed with original plans, or to modify, reschedule or cancel the field trip, and
  - work with the tour operator to facilitate rescheduling and/or repackaging the tour to minimize financial loss to the participants if a tour is rescheduled;
- ensure all incentives offered by tour operators are used to reduce the cost of the field trip for student participants only;
- monitor the field trip finances;
- ensure that students and/or parents understand that the Board facilitates field trips beyond five days, but all signed contracts and financial undertakings are between students and/or parents/guardians and the tour operator;
- inform the school council of the dates and destination of the field trip;
- ensure staff absences are accommodated within approved practice; and
- in case of withdrawal of Board support;
  - inform all participants,
  - determine whether the field trip may proceed without participation of staff members, in consultation with the tour operator, superintendent of schools, staff organizers, students and parents/guardians,
  - work with school community members if the field trip is proceeding without participation of staff members, and with tour operators to facilitate rescheduling and/or repackaging, minimizing financial loss where possible, and
  - ensure parents/guardians and students are aware that parents/guardians and tour operators will be solely responsible for all aspects of the field trip, including supervision, if the field trip proceeds without staff participation.

*Staff Organizer(s) shall:*

- **when planning a field trip beyond five days;**
  - discuss the concept of the field trip with the principal before discussing with students,
  - adhere to the field trip criteria,
  - research the location of the activity and be familiar with seasonal conditions,
  - have the appropriate knowledge to lead the trip,
  - identify and inform staff and volunteers of their responsibilities, in conjunction with the principal,
  - take into account the maturity, skills and abilities of the students when planning the activities on the trip,
  - select a Board-approved tour operator in conjunction with the principal,
  - prepare appropriate documentation and submit to the principal for approval,
  - charge fees on a cost recovery basis,
  - prepare an emergency communication plan, and
  - communicate with parents, as required, during the formulation of the plan for the field trip.
- **once the field trip beyond five days is approved;**
  - make all arrangements,
  - obtain completed consent forms,
  - provide students and parents/guardians with an information package including,
    - the Field Trip Permission Form,
    - insurance information,
    - list of students and chaperones,



- itinerary,
- packing list,
- lodging and transportation arrangements,
- schedule of additional meetings,
- student behavior expectations and consequences,
- local currency, customs and expectations,
- care of travel documents,
- luggage and customs restrictions;
- dress code,
- costs and payment options, and
- medical forms, if required,
- arrange an information session for students and parents/guardians, with supervisors and/or the tour operator, and
  - review the information package,
  - outline that the responsibility for financial liability remains solely with participants and their parents/guardians, and that the Board assumes no financial liability for any aspect of the field trip including, but not limited to, money lost due to tour operator bankruptcy, rescheduling, cancellation or withdrawal of Board support,
- ensure emergency information is available for each participant,
- ensure all participants and parents/guardians are aware that field trips may be cancelled on [inclement weather days](#),
- remind student participants to complete all work missed in other classes,
- provide an appropriate program for students who do not participate in the field trip,
- ensure that every supervisor,
  - signs the [Supervisor Responsibilities During Field Trips Beyond Five Days](#),
  - provides written evidence of insurance coverage,
  - possesses all necessary travel documentation,
- if an adjustment to a student's itinerary is approved, ensure parents/guardians provide documentation outlining the agreed upon travel plans and a waiver of liability,
- work in conjunction with the tour operator to obtain all required information and payments,
- be aware of requirements for participants traveling with foreign passports,
- prepare a package to be left with school administration, that includes,
  - all items in the student package,
  - tour company contact information,
  - signed Supervisor Responsibilities During Extended Field Trips forms,
  - student medical information, photocopies of all passports and birth certificates,
  - participant insurance information, and
  - inventory of school equipment,
- consider holding a follow-up meeting for field trip participants, if needed, and
- inform staff members of field trip dates and participating students.
- **during the field trip beyond five days;**
  - supervise students and follow up on inappropriate behaviour,
  - ensure that proper equipment is worn by all participants,
  - take attendance at all points of departure and at regular intervals,
  - adhere to the itinerary and consult with the principal if an activity cannot proceed safely, and
  - contact the school immediately if an accident occurs and submit the [Accident/Injury Report Form](#) as soon as possible.

*Parent(s)/Guardian(s) shall:*

- ensure costs of the field trip beyond five days are paid in accordance with payment schedules (including non-refundable deposit) for children under 18;
- review all documents and attend information sessions;
- submit consent forms and required documentation, including;
  - the Field Trip Permission Form,
  - passport information,
  - immunization,
  - travel insurance, and
  - copies of prescriptions;
- consider volunteering on field trips;
- inform staff organizer if the student can no longer participate;
- understand that adjustments to a student's itinerary will only be considered in exceptional circumstances;
- if an adjustment to a student's itinerary is approved by staff organizers and the principal;
  - provide detailed travel plans and a waiver of liability, and
  - understand the Board is not responsible for a student when they are no longer under the supervision of staff and/or volunteer supervisors;
- understand that field trips may be re-scheduled, altered or canceled if there are concerns regarding destination safety; and
- discuss options with the principal if the Board withdraws supports for the field trip.

*Student participants shall:*

- meet student eligibility requirements;
- attend information sessions;
- ensure the costs of the field trip are paid, if over 18 or over 16 and withdrawn from parental control;
- complete and submit forms within specified timelines;
- behave appropriately;
- pack appropriately for field trip activities;
- complete all assignments related to the field trip; and
- complete work missed in other classes.

*Volunteers shall:*

- receive direction from and be accountable to the staff organizer;
- comply with the [Volunteers in our Schools policy](#);
- attend meetings as required;
- understand their roles and responsibilities;
- complete all appropriate forms and documentation;
- report any inappropriate behaviour or accidents to the staff organizer or accompanying administrator; and
- fulfill their duties for the duration of the extended field trip, including evenings and weekends.

*The Tour Operator shall:*

- work with staff organizers to;
  - develop an itinerary, and
  - outline requirements and timelines,
- provide detailed statements to the school of all monies collected;
- attend information meetings, as required;
- in case of concerns regarding destination safety;
  - attend a meeting at which school staff will discuss rescheduling or altering the itinerary, and
  - work with Board staff members to facilitate rescheduling and/or repackaging the tour to minimize financial loss to participants if the tour is rescheduled; and
- in case of withdrawal of Board support;
  - attend meetings to discuss options, and
  - understand that if the school community and tour operator decide to proceed, Board staff will not be permitted to participate and parents/guardians and tour operators will be solely responsible for all aspects of the field trip, including the supervision of students.

*The accompanying administrator shall:*

- assume responsibility for all aspects of the field trip;
- ensure parent(s)/guardian(s) are contacted, as necessary;
- contact superintendent of schools, as necessary; and
- make changes to the itinerary, as necessary.

**Procedure History**

Approved: 1994

Working Document July 2013, November 2016

Revised: 2003, 2007, April 2014

Current Status: Working Document



# Board Procedure #642.4

## Field Trips: Overnight Sporting Event

This procedure outlines the responsibilities associated with organizing, conducting and supervising overnight field trips for the purpose of participating in invitational tournaments and Ontario Federation of School Athletic Associations events. These trips **exceed one day and are completed within four days**. Costs may be associated with these trips.

For sporting events longer than four days, the [Field Trips: Two to Five Days](#) or [Field Trips: Beyond Five Days](#) procedures must be followed.

### **Application:**

#### *Approval Criteria*

All overnight sporting event field trips must:

- be approved by the school principal;
- minimize student costs, wherever possible;
- accommodate, where possible, parental concerns related to religion, faith and culture;
- outline how fundraising will support the field trip, where applicable;
- ensure all participants have the opportunity to attend (with parent/guardian approval)
- accommodate students with special needs, ensuring equal access and supervision for high-needs students in accordance with the Student Safety Plan;
- provide for the health and safety of all participants;
- ensure that activities comply with [Ontario Physical Education Safety Guidelines](#) and [the Wilderness Canoe Tripping and Overnight Backpacking Standards](#);
- have an itinerary;
- outline in writing supervision expectations for staff members and volunteers;
- have an administrator in attendance on any overnight sporting event occurring outside Canada and the continental United States;
- have gender representation in staff supervision, ensuring that all supervisors are aware of, and comfortable with, their role;
- adhere to all relevant Board policies, procedures and school code of conduct; and
- ensure the private vendor or facility operators has the necessary certification and general liability insurance of at least \$2,000,000.

All requests to schedule a [Field Trips: Overnight Sporting Event](#) must be completed.

### **Definitions**

#### *Field Trips: Overnight Sporting Event*

This is an offsite sporting event **that exceeds one day and is completed within four days**. They may take place within Canada or internationally.

### *Supervision Ratios for Field Trips: Overnight Sporting Event*

Refer to the [York Region Athletic Association Constitution](#) for appropriate supervision ratios for each sporting event.

### **Responsibilities**

*The Director of Education shall:*

- allocate staff and resources to support the Field Trips: Overnight Sporting Event procedure.

*The Associate Directors, Schools shall:*

- support the implementation of the Field Trips: Overnight Sporting Event procedure.

*Superintendents of Schools shall:*

- ensure that the requirements in the Field Trips: Overnight Sporting Event procedure are communicated to all schools; and
- receive Field Trips: Overnight Sporting Event requests for information.

*Principals shall:*

- authorize overnight sporting event field trips;
- ensure the field trip meets approval criteria and supervision ratios;
- ensure all participants receive appropriate information about the trip;
- communicate the availability of financial assistance with dignity and confidentiality;
- only remove a student from participating on the trip after consultation with staff and the superintendent of schools;
- identify an administrator to accompany the field trip to all international destinations, where possible;
- review and sign all applicable paperwork, including “Third Party Liability Waivers”;
- shorten, cancel or terminate a field trip if the activity cannot proceed safely;
- consider cancelling transportation for field trips on inclement weather days, in accordance with the [Inclement Weather Days](#) policy;
- in case of concerns about safety at the destination;
  - contact the superintendent of schools,
  - liaise with supervisors and superintendent of schools, as required, to decide whether to proceed with original plans, or to modify or cancel the trip; and
- in case of withdrawal of Board support;
  - inform all participants,
  - determine whether the trip may proceed without participation of staff members, in consultation with the superintendent of schools, staff organizers, students and parents/guardians,
  - work with school community members if the field trip is proceeding without participation of staff members to facilitate rescheduling and/or repackaging, minimizing financial loss where possible, and
  - ensure parents/guardian) and students are aware that parents/guardians will be solely responsible for all aspects of the field trip, including supervision, if the field trip proceeds without staff participation.

*Staff organizers and supervisors shall:*

- **when planning an overnight sporting event;**
  - adhere to the field trip criteria,
  - have the appropriate training and knowledge to lead the trip,
  - identify and inform supervisors of their responsibilities,
  - take into account the maturity, skills and abilities of the participants,
  - prepare appropriate documentation and submit to the principal for approval,
  - communicate with parents/guardians regarding the proposed trip, and
  - complete and submit the [Supervisor Expectation Form](#).
  
- **once the overnight sporting event is approved;**
  - make all arrangements,
  - obtain completed consent forms,
  - refer any Third Party Liability Waivers to the principal,
  - provide information to parents/guardians and students about comprehensive medical/travel insurance, if required,
  - ensure students and parents/guardians sign the [Student Expectations Contract](#),
  - ensure all participants and parents/guardians are aware that field trips may be cancelled on [inclement weather days](#),
  - ensure students complete all work missed in other classes,
  - provide detailed information about the trip to parents/guardians and supervisors, and
  - inform staff members of the field trip dates and participating students.
  
- **during overnight sporting event;**
  - supervise students and follow up on inappropriate behaviour,
  - ensure that proper equipment is worn by all participants,
  - take attendance at all points of departure and regular intervals,
  - adhere to the planned itinerary and consult with the principal if an activity cannot proceed safely, and
  - contact the school immediately if an accident occurs during the trip and submit the [Accident/Injury Report](#) form within 48 hours of the incident or as soon as possible,

*Parent(s)/Guardian(s) shall:*

- ensure costs of the overnight sporting event are paid;
- review all documents;
- understand the expectations of participation in off-site activities and the potential risks and associated safety procedures field trip;
- submit consent forms; and
- work with the principal to discuss in case of withdrawal of Board support for the field trip.

*Students shall:*

- meet student eligibility requirements;
- submit payment, as required;
- complete and submit forms within specified timelines.
- behave appropriately;
- dress appropriately for field trip activities; and
- complete work missed in other classes.

## **Related Procedures**

[Inclement Weather Days](#)

[Volunteers in Our Schools](#)

[Caring and Safe Schools](#)

[Student Transportation](#)

[Use of Private Motor Vehicles for Student Transportation](#)

## **Procedure History**

Approved: May 2016

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