



## 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

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#### Executive Summary

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:

- a) Procedure #642.1, Field Trips: One Day
- b) Procedure #642.2, Field Trips: Two to Five Days
- c) Procedure #642.3, Field Trips: Beyond Five Days
- d) Procedure #642.4, Field Trips: Overnight Sporting Events

#### What has Changed?

**Major changes to the document:**

**Reason for review:** Due for second review.

**Who is affected by these changes and what is the impact on current practice?**

**Implementation timelines:** Immediate.

**Lead Superintendent(s)/Subject Matter Expert(s):** Associate Director of Education, Leadership and Schools, Superintendent of Education, School and System Operations.

#### Stakeholder Groups with Responsibilities under this Policy

- Director of Education
- Superintendents of Education
- 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 equitable, inclusive learning opportunities beyond the classroom. The policy is in alignment with the [Trustee's Multi-Year Strategic Plan](#) and demonstrates the Board's commitment to championing equity and inclusivity and fostering mental health and well-being. 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.

## **Timelines and Next Steps**

This policy is scheduled for second review at the September 13, 2022 Policy and By-Law Standing Committee meeting.

## **Providing 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 through Trustee Services.

In accordance with Board Policy #285.0, [Board Policies, Procedures and Supporting Documents](#), 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,
- suggest specific alternate wording to reflect your position, and
- identify the reason(s) for your concern(s).

Specific recommendations or questions about the review process should be submitted using the on-line form or sent to the Policy Officer via email at [policy.committee@yrdsb.ca](mailto:policy.committee@yrdsb.ca), or via telephone at 905-727-0022 extension 2570 or in hard copy at [The Education Centre – Aurora](#).

## **Contact**

Education and Community Services

## **Related Documents**

[Accessibility](#)

[Caring and Safe Schools](#)

[Equity and Inclusivity](#)

[Inclement Weather Days](#)

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

[Student Transportation](#)

[Volunteers in Schools](#)

[Severe Weather](#)

[Student Transportation](#)

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

[Volunteers in our Schools](#)

## **History**

Approved: 1994

Revised: 2003, 2007, 2014

Revised: 2021, August 2022

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.

## 1. Policy Statement

The York Region District School Board recognizes that inclusive and equitable field trips enhance student learning by providing experiences beyond the classroom that make connections between curriculum and the broader world.

The objective is to provide safe learning experiences beyond the school with equitable access for all students.

## 2. Application

This policy covers local, national and international field trips. This policy does not apply to brief community excursions off school property that last less than one day and do not require transportation.

Four procedures outline specific responsibilities for different field trip durations:

- a) Procedure #642.1, Field Trips: One Day
- b) Procedure #642.2, Field Trips: Two to Five Days
- c) Procedure #642.3, Field Trips: Beyond Five Days
- d) Procedure #642.4, Field Trips: Overnight Sporting Events

The policy is in alignment with the [Trustee's Multi-Year Strategic Plan](#) and demonstrates the Board's commitment to championing equity and inclusivity and fostering mental health and well-being.

Field Trips must be culturally responsive, foster feelings of mattering and belonging for students, and be appropriate to the age, maturity, experience, health, skill, physical abilities, emotional capabilities and exceptionalities of the participants.

Field Trip planning involves careful preparation to address risk, funding, training, travel, supervision, medical and dietary needs, contingency planning and evaluation. Schools must also make every reasonable effort to be aware of the religious observances of their students, staff and community members when planning field trips.

To ensure all students can participate in field trips, schools must make every effort to minimize costs to students. Costs related to field trips must be on a cost recovery basis only.

All field trips shall have an educational purpose with curricular relevance that is clearly identified by staff for students. Participants must adhere to the approved itinerary.

Rich and diverse alternative activities, including any assessments, shall be provided for students who do not participate in any part of the excursion. All students participating in a

school field trip must be allowed to complete any assessments missed within a reasonable time after the trip without penalty.

All Board policies and procedures shall apply to students, employees, parent(s)/guardian(s), volunteers and activity destination vendors during field trips, regardless of destination laws and customs (e.g., [Policy 668.0: Caring and Safe Schools](#), [Policy #261.0: Equity and Inclusivity](#), etc.)

The buying, selling and/or use of alcohol, drugs, illegal substances or weapons by any participant is strictly prohibited regardless of circumstances, age and destination laws, customs and/or culture. Appropriate consequences will be applied. Inappropriate behaviour may result in the student being sent home from the field trip at parental expense.

### **3. Responsibilities**

#### **3.1 The Board of Trustees is responsible for:**

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

#### **3.2 The Director of Education is responsible for:**

- a) a) implementing the Field Trips policy.

#### **3.3 Superintendents of Education are responsible for:**

- a) approval of Field Trips; and
- b) ensuring Field trips adhere to policy and procedures.

#### **3.4 Principals are responsible for:**

- a) ensuring field trip plans have sufficient supervision;
- b) ensuring field trips have an appropriate itinerary;
- c) ensuring field trips have addressed and mitigated risk;
- d) ensure field trips are accessible to all students;
- e) ensure field trip is cost recovery;
- f) ensure appropriate supports are in place for students who do not participate in a field trip;
- g) respond to any safety concerns that arise (e.g. Severe Weather);
- h) approving Field trips

#### **3.5 Staff organizers and Supervisors are responsible for:**

- a) organizing Field trip logistics, including any booking of sites and transportation;
- b) ensuring field trip plans have sufficient supervision;
- c) ensuring field trips have an appropriate itinerary;
- d) ensuring field trips have addressed and mitigated risk;
- e) ensure field trips are accessible to all students;
- f) ensuring appropriate supports are in place for students who do not participate in a field trip;
- g) communicating field trip information including itinerary with parents; and
- h) creating and collecting all relevant forms and any costs associated with the field trip

### **3.6 Eligible Students are responsible for:**

- a) meeting eligibility requirements;
- b) where possible, paying the cost of the field trip, if over 18 or over 16 and withdrawn from parental control;
- c) behaving appropriately as per Policy #668.0, Caring and Safe Schools and field trip specific guidelines;
- d) when required, dressing appropriately for field trip activities;
- e) completing all assignments related to the field trip; and
- f) communicating with teachers and completing work missed in other classes.

### **3.7 Parents/Guardians are responsible for:**

- a) where possible, pay the cost of field trips if the child is under 18;
- b) review all documents;
- c) submit consent forms; and
- d) consider [volunteering](#) on field trips.

### **3.8 Volunteer Supervisors are responsible for:**

- a) Volunteer Supervisors

## **4. Definitions**

### **4.1 Field Trip**

An off-site experiential excursion for students.

### **4.2 Eligible Student**

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

### **4.3 Participant**

For the purposes of this policy, participant refers to Eligible Student, Staff Organizer, Supervisor, and/or Volunteer.

### **4.4 Staff Organizer**

An employee responsible for arranging the field trip.

### **4.5 Supervision of Students**

Oversight for the purpose of direction and ensuring safety and security of all participants in order to minimize inherent risks.

### **4.6 Supervisor**

A teacher, principal, or vice-principal employed by the Board.

### **4.7 Volunteer**

A volunteer may assist in the supervision of field trips and physical education activities. Examples of volunteers are other Board employees, educational assistants, retired teachers, post-secondary co-op students, parents/guardians and teacher candidates. These volunteers

may not be the sole supervisors of any activity.

## **5. Contact**

Education and Community Services

## **6. History**

Approved 1994

Revised 2003, 2007, 2014

Revised 2021: August 2022

# Board Procedure #642.1 Field Trips: One Day

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## 1. Procedure Statement

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:

- a) Field Trips: Two to Five Days and Up To Four Nights
- b) Field Trips: Beyond Five Days, and Five Nights
- c) Field Trips: Overnight Sporting Event, Up to Four Nights

## 2. Application

### 2.1 Approval Criteria

All one-day field trips must:

- a) be approved by the principal before the trip is booked;
- b) be run on a cost-recovery basis that minimizes cost, and where students are unable to pay, the school is responsible for covering the cost;
- c) accommodate student needs related to religion, faith and culture;
- d) consider, and meet wherever possible, AODA accessibility standards for information and communication, transportation and the built environment;
- e) ensure all students have the opportunity to attend (with parent/guardian approval as required);
- f) accommodate students with special needs, ensuring equal access and supervision for high-needs students in accordance with the Student Safety Plan;
- g) ensure curriculum relevance;
- h) have a detailed school-specific itinerary, documenting transitions from and to activities;
- i) provide for the health and safety of all participants;
- j) ensure that activities comply with the [Ontario Physical Education Safety Guidelines](#);
- k) ensure that all water activities, including swimming and boating, comply with the following
  - Administrators must exercise due diligence regarding any trip involving water.
  - Any trip involving water-related activities must meet the required safety standards as outlined in the Safety Guidelines and have the approval of the Superintendent.
  - Principals shall ensure, by reviewing with the overseeing teacher the documentation for each student, that the safety standards for the water activity have been met and communicate this to their Superintendent.
  - A detailed itinerary will be required for any field trip involving water including how the safety standards are being met, details on swimming tests and qualifications of staff supervising where such is required.

- Principals must keep swim test results that are completed prior to attending a water-related trip, and only students who pass the swim test may attend trip.
  - If a trip requires that a swim test be completed onsite (for instance in the case of some camps), no swimming may take place until the swim tests have been completed. Students will sign off on their swim test results, and the results sent to the principal. Under no circumstances may a student who does not pass a swim test participate in swimming activities.
  - All swim test results must be kept in the school's main office for one full year after the trip have been completed.
- l) additional water related activities that are not part of the approved itinerary (e.g. swimming in the hotel pool or hot tub; unplanned swims in a natural body of water while on a hike, unplanned dip in a fountain) are NOT to occur during field trips at any time.
  - m) outline in writing supervision expectations for staff members and volunteers;
  - n) provide plans for assessment and evaluation related to curriculum, where appropriate, that will be completed by students who do not participate;
  - o) adhere to all relevant Board policies and procedures including Procedure #668.7, Code of Student Conduct;
  - p) ensure the private vendor or facility operator has the necessary certification and general liability insurance of at least \$2,000,000.; and
  - q) ensure only Board approved vendors are utilized.

### **3. Responsibilities**

#### **3.1 The Director of Education shall:**

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

#### **3.2 Associate Directors, Coordinating Superintendents and Superintendents of Education shall:**

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

#### **3.3 Principals shall:**

- a) authorize one-day field trips;
- b) ensure that the field trip meets approval and supervision criteria;
- c) encourage parent/guardian participation in accordance with the [Volunteers in our Schools policy](#);
- d) ensure all participants receive appropriate information about the trip;
- e) communicate the availability of financial assistance with dignity and confidentiality;
- f) work with staff organizers to determine which students may not be able to participate;
- g) ensure how all eligible students may participate;

- h) decide whether volunteer supervisors are to be reimbursed for reasonable out-of-pocket expenses;
- i) cancel transportation for field trips on Severe Weather days as per Policy and Procedures #152.0, Severe Weather; and
- j) shorten, cancel or terminate a field trip if the activity cannot proceed safely.

### **3.4 Staff organizers shall:**

#### **When planning a one-day field trip:**

- a) adhere to all field trip criteria;
- b) research the location and be familiar with seasonal conditions;
- c) ensure the location meets accessibility standards as stipulated in this procedure and Policy #407.0, Accessibility;
- d) have the appropriate knowledge to lead the trip;
- e) complete a risk assessment and determine mitigation strategies;
- f) identify and inform staff and volunteers of their responsibilities as per board policy;
- g) take into account the maturity, skills and abilities of the students when planning activities;
- h) prepare appropriate documentation and submit to the principal for approval; and
- i) charge fees on a cost recovery basis.

#### **Once the one-day field trip is approved:**

- a) make all arrangements;
- b) obtain completed consent forms and payment;
- c) inform parents of the option for field trip insurance coverage, if required;
- d) ensure emergency contact information is available for each participant;
- e) ensure students and parents/guardians are aware of behavioural expectations as per Policy #668.0, Caring and Safe Schools;
- f) ensure all are aware that one-day field trips will be cancelled on Severe Weather or emergency days;
- g) inform office and teaching staff of the students who will be missing class due to the field trip;
- h) remind participants to complete all work missed in other classes; and
- i) provide an appropriate program for students who do not participate in the field trip including a supervision plan developed in consultation with the principal.

#### **During the one-day field trip:**

- a) supervise students and follow-up on inappropriate behavior;
- b) ensure that proper equipment is worn by all participants, as required;
- c) take attendance at all points of departure and at regular intervals;
- d) adhere to the planned itinerary and consult with the principal if an activity cannot proceed safely; and
- e) contact the school immediately if an accident or incident occurs and submit the Accident/Injury Report Form as soon as possible upon return to school.

### **3.5 All Teaching staff shall:**

- a) recognize that the field trip is a school sanctioned activity in which all eligible students may engage without direct or implied negative consequences as a result of participation;
- b) ensure students attending the field trip are allowed to complete any assessments missed due to the school sponsored excursion within a reasonable time after the trip and without penalty; and
- c) communicate with the staff organizer or principal if a student with known financial (or otherwise) need is attending the trip to ensure support is put in place.

### **3.6 Parents/Guardians shall:**

- a) where possible, pay the cost of field trips if the child is under 18;
- b) review all documents;
- c) submit consent forms; and
- d) consider [volunteering](#) on field trips.

### **3.7 Student participants shall:**

- a) meet eligibility requirements;
- b) where possible, pay the cost of the field trip, if over 18 or over 16 and withdrawn from parental control;
- c) behave appropriately as per Policy #668.0, Caring and Safe Schools and field trip specific guidelines;
- d) when required, dress appropriately for field trip activities;
- e) complete all assignments related to the field trip; and
- f) communicate with teachers and complete work missed in other classes.

### **3.8 Students not participating shall:**

- a) complete assigned work; and
- b) follow their assigned school schedule.

### **3.9 Volunteers shall:**

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

## **4. Definitions**

### **4.1 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 and does not leave Ontario.

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

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

Grade(s)	Supervision Ratio
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](#).

## 5. Contact

Education and Community Services

## 6. History

Approved 1994

Revised 2003, 2007, 2014

Revised 2021, September 2022



# Board Procedure #642.2

## Field Trips: Two to Five Days and Up to Four Nights

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### 1. Procedure Statement

This procedure outlines the responsibilities associated with organizing, conducting and supervising field trips that exceed one day and are completed within five days, up to four 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:

- a) Field Trips: One Day
- b) Field Trips: Beyond Five Days, five or more nights
- c) Field Trips: Overnight Sporting Event, up to four nights

### 2. Application

#### 2.1 Approval Criteria

All two- to five-day and up to four-night field trips must:

- a) be approved by the principal and superintendent of education before the trip is booked;
- b) be run on a cost-recovery basis that minimizes cost, and where students are unable to pay, the school is responsible for covering the cost wherever possible;
- c) accommodate, where possible, student needs and parental requests related to religion, faith and culture; in situations where this is not possible, the principal will communicate with the superintendent of education;
- d) consider, and meet wherever possible, AODA accessibility standards for information and communication, transportation, and the built environment;
- e) support interested/eligible students in participating by outlining how fundraising activities may support the trip;
- f) ensure all students have the opportunity to attend (with parent/guardian approval as required);
- g) accommodate students with special needs, ensuring equal access and supervision for high-needs students in accordance with the Student Safety Plan;
- h) ensure curriculum relevance;
- i) have a detailed school-specific itinerary, documenting transitions from and to activities;
- j) consider the timing of the trip to allow for meaningful follow-up upon return to the school before the end of the school year;
- k) provide for the health and safety of all participants;
- l) ensure that activities comply with [Ontario Physical Education Safety Guidelines](#) and the [Wilderness Canoe Tripping and Overnight Backpacking Standards](#);
- m) ensure that all water activities, including swimming and boating, comply with the following:
  - Administrators must exercise due diligence regarding any trip involving water.
  - Any trip involving water-related activities must meet the required safety standards

- as outlined in the Safety Guidelines and have the approval of the Superintendent.
  - Principals shall ensure, by reviewing with the overseeing teacher the documentation for each student, that the safety standards for the water activity have been met and communicate this to their Superintendent.
  - A detailed itinerary will be required for any field trip involving water including how the safety standards are being met, details on swimming tests and qualifications of staff supervising where such is required.
  - Principals must keep swim test results that are completed prior to attending a water-related trip, and only students who pass the swim test may attend trip.
  - If a trip requires that a swim test be completed onsite (for instance in the case of some camps), no swimming may take place until the swim tests have been completed. Students will sign off on their swim test results, and the results sent to the principal. Under no circumstances may a student who does not pass a swim test participate in swimming activities.
  - All swim test results must be kept in the school's main office for one full year after the trip have been completed.
- n) Additional water related activities that are not part of the approved itinerary (e.g. swimming in the hotel pool or hot tub; unplanned swims in a natural body of water while on a hike, unplanned dip in a fountain) are NOT to occur during field trips at any time.
  - o) outline in writing supervision expectations for staff members and volunteers;
  - p) have an administrator in attendance on any two to five day and up to four nights field trip occurring outside Canada;
  - q) ensure supervisors are aware of and comfortable with their role to support students representing diverse identities;
  - r) provide plans for assessment and evaluation related to curriculum, where appropriate, that will be completed by students who do not participate;
  - s) adhere to all relevant Board policies and procedures and the school code of conduct;
  - t) ensure the private vendor or facility operator has the necessary certification and general liability insurance of at least \$2,000,000; and
  - u) ensure only Board approved vendors are utilized.

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

### **3. Responsibilities**

#### **3.1 The Director of Education shall:**

- a) allocate staff and resources to support the Field Trips: Two to Five Days, up to Four nights procedure.

#### **3.2 Associate Directors, Coordinating Superintendents and Superintendents of Education shall:**

- a) ensure the requirements in the Field Trips: Two to Five Days, up to Four Nights procedure are communicated to all schools.

### 3.3 Superintendents of Education shall:

- a) authorize field trips that are two-to five-day and up to four nights based on approval criteria, in conjunction with the principal;
- b) consult with the principal, as required;
- c) upon approval, ensure a signed copy of the request form is returned to the school; and
- d) ensure that the field trip is relevant to the curriculum and/or the focus of the school as outlined in the School Improvement Plan.

### 3.4 Principals shall:

- a) authorize, in conjunction with the superintendent of education, two- to five-day and up to four night field trips;
- b) ensure the field trip meets approval criteria and supervision ratios;
- c) return requests that are denied to the staff organizer for review and/or improvement;
- d) encourage parent/guardian participation in accordance with the [Volunteers in our Schools policy](#);
- e) ensure all participants receive appropriate information about the trip;
- f) communicate the availability of financial assistance with dignity and ensure that confidentiality is maintained when supporting families;
- g) ensure that eligible students may participate;
- h) make decisions about student participation in consultation with the superintendent of education, as required;
- i) ensure parental support;
- j) identify an administrator to accompany the field trip to all destinations outside Canada in consultation with the superintendent of education;
- k) decide whether volunteer supervisors are to be reimbursed for reasonable out-of-pocket expenses;
- l) review and sign all applicable paperwork;
- m) shorten, cancel, or terminate a field trip if the activity cannot proceed safely;
- n) consider cancelling transportation for field trips on severe weather days, in accordance with Policy #152.0, Severe Weather;
- o) in cases of concern about safety at 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.
- p) in case of withdrawal of Board support;
  - inform all participants,
  - determine the options for the field trip, in consultation with superintendents, staff organizers, students and parents/guardians, (i.e., cancelling, rescheduling, etc.).

### 3.5 Staff organizers shall:

When planning a two- to five-day and up to four nights field trip:

- a) adhere to the field trip criteria;
- b) research the location and be familiar with seasonal conditions;
- c) have the appropriate knowledge to lead the trip;
- d) identify and inform staff and volunteers of their responsibilities;

- e) design the field trip to meet the ability, skill and maturity level of the students;
- f) prepare appropriate documentation and submit to the principal for approval;
- g) charge fees on a cost recovery basis;
- h) 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
- i) complete the online application form.

Once the two- to five-day and up to four-night field trip is approved:

- a) make all arrangements;
- b) obtain completed consent forms and payment;
- c) provide appropriate forms to the principal;
- d) recommend parents purchase field trip insurance coverage;
- e) arrange for parents/students to purchase comprehensive medical/travel insurance and trip cancellation insurance;
- f) ensure emergency information is available for each participant;
- g) ensure students and parents/guardians are aware of behavioural expectations;
- h) ensure all participants and parents/guardians are aware that field trips may be cancelled on severe weather days;
- i) remind student participants to complete all work missed in other classes;
- j) provide an appropriate program for students who do not participate in the field trip,
- k) prepare an emergency communication plan;
- l) provide detailed information about the trip to parents/guardians and volunteers;
- m) consider holding a follow-up meeting for field trip participants, if needed; and
- n) inform staff members of field trip dates and participating students.

During the field trip:

- a) supervise students and follow up on inappropriate behaviour;
- b) ensure that proper equipment is worn by all participants, as required;
- c) take attendance at all points of departure and regular intervals;
- d) adhere to the planned itinerary and consult with the principal if an activity cannot proceed safely; and
- e) contact the school immediately if an incident or accident or incident occurs and submit the Accident/Injury Report Form as soon as possible.

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

- a) ensure costs of the two- to five-day and up to four nights field trip are paid;
- b) review all documents and attend information sessions;
- c) submit consent forms; and
- d) consider [volunteering](#) on the field trip;

### 3.7 Student participants shall:

- a) meet student eligibility requirements;
- b) attend information sessions;
- c) ensure the costs of the two-to five-day and up to four night fields trip are paid, if students are over 18 or over 16 and withdrawn from parental control;
- d) complete and submit forms within specified timelines;
- e) behave appropriately;
- f) dress appropriately for field trip activities;
- g) complete all assignments related to the field trip; and
- h) complete work missed in other classes.

### 3.8 Students not participating shall:

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

### 3.9 Volunteers shall:

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

## 4. Definitions

### 4.1 Field Trips: Two- to Five-Days, up to Four Nights

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

### 4.2 Supervision Ratios for Field Trips: Two- to Five-Days, up to Four Nights

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

Grade(s)	Supervision Ratio
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](#).

## **5. Contact**

Education and Community Services

## **6. History**

Approved 1994

Revised 2003, 2007, 2014

Revision 2021, September 2022



# Board Procedure #642.3

## Field Trips: Beyond Five Days and Five Nights

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### 1. Procedure Statement

This procedure outlines the responsibilities associated with organizing, conducting and supervising field trips that are **beyond five days, five or more 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:

- a) Field Trips: One Day
- b) Field Trips: Two to Five Days, up to Four Nights
- c) Field Trips: Overnight Sporting Event, up to Four Nights

### 2. Application

#### 2.1 Approval Criteria

All field trips beyond five days, five or more nights must:

- a) be approved by the appropriate level including principal and superintendent for short term trips and additionally for extended trips Principal on Assignment, Superintendent of Education, School and Systems Operations, Plant/Planning and Associate Director before the trip is booked;
- b) be run on a cost-recovery basis, minimizing costs to students;
- c) support interested/eligible students in participating by outlining how fundraising activities may support the trip;
- d) accommodate, where possible, student needs and parental requests related to religion, faith and culture; in situations where this is not possible, the principal will communicate with the superintendent of education;
- e) consider, and meet wherever possible, AODA accessibility standards for information and communication, transportation, and the built environment;
- f) wherever possible, accommodate students with special needs, ensuring equal access and supervision for high-needs students in accordance with the Student Safety Plan;
- g) ensure curriculum relevance;
- h) have a detailed school-specific itinerary, documenting transitions from and to activities;
- i) consider the timing of the trip to allow for meaningful follow-up upon return to the school;
- j) provide for the health and safety of all participants;
- k) ensure that activities comply with [Ontario Physical Education Safety Guidelines](#) and the [Wilderness Canoe Tripping and Overnight Backpacking Standards](#);
- l) ensure that all water activities, including swimming and boating, comply with the following:
  - Administrators must exercise due diligence regarding any trip involving water.
  - Any trip involving water-related activities must meet the required safety standards

- as outlined in the Safety Guidelines and have the approval of the Superintendent.
  - Principals shall ensure, by reviewing with the overseeing teacher the documentation for each student, that the safety standards for the water activity have been met and communicate this to their Superintendent.
  - A detailed itinerary will be required for any field trip involving water including how the safety standards are being met, details on swimming tests and qualifications of staff supervising where such is required.
  - Principals must keep swim test results that are completed prior to attending a water-related trip, and only students who pass the swim test may attend trip.
  - If a trip requires that a swim test be completed onsite (for instance in the case of some camps), no swimming may take place until the swim tests have been completed. Students will sign off on their swim test results, and the results sent to the principal. Under no circumstances may a student who does not pass a swim test participate in swimming activities.
  - All swim test results must be kept in the school's main office for one full year after the trip have been completed.
  - Additional water related activities that are not part of the approved itinerary (e.g. swimming in the hotel pool or hot tub; unplanned swims in a natural body of water while on a hike, unplanned dip in a fountain) are NOT to occur during field trips at any time.
- m) have an administrator in attendance;
  - n) ensure all supervisors are aware of and comfortable with their role to support all students representing diverse identities; adhere to all relevant Board policies and procedures and school code of conduct;
  - o) ensure the private vendor or facility operator has the necessary certification and general liability insurance of at least \$2,000,000;
  - p) ensure that the vendor of the trip is on the Board-approved list of vendors; ensure all participants have comprehensive medical/travel insurance and trip cancellation insurance; and
  - q) 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.

### **3. Responsibilities**

#### **3.1 Director of Education shall:**

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

#### **3.2 Associate Director(s) and Superintendent of Education, School and System Operations shall:**

- a) ensure requirements in the Field Trips: Five Nights or Beyond procedure are communicated to all schools;
- b) give final approval for all field trips beyond five days, five or more nights; and
- c) in case of concern about safety at the destination, decide with superintendents how to proceed.

### 3.3 Superintendents of Education shall:

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

### 3.4 Principals shall:

- a) authorize field trips beyond five days, five or more nights and forward to the superintendent of education for review;
- b) ensure the field trip meets approval criteria and supervision ratios;
- c) return requests that are denied to the staff organizer for review and/or improvement;
- d) encourage parent/guardian participation in accordance with the [Volunteers in our Schools](#) policy;
- e) ensure all participants receive appropriate information about the trip;
- f) communicate the availability of financial assistance with dignity and ensure that confidentiality is maintained when supporting families;
- g) ensure how eligible students may participate;
- h) make decisions about student participation in consultation with the superintendent of education as required;
- i) ensure parental support;
- j) participate in an initial meeting for parents/guardians and/or students;
- k) ensure that all communication to students and parents/guardians before approval clearly states "Subject to Approval";
- l) identify an administrator to accompany the field trip;
- m) decide whether volunteer supervisors are to be reimbursed for reasonable out-of-pocket expenses;
- n) review and sign all applicable paperwork;
- o) consult with the superintendent of education in determining whether to shorten, cancel or terminate a field trip if the activity cannot proceed safely;
- p) consider cancelling transportation for field trips on inclement weather days, in accordance with Severe Weather policy;
- q) in case of concerns about safety at the destination,
  - immediately contact the superintendent of education 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;
  - 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; and
  - ensure all incentives offered by tour operators are used to reduce the cost of the field trip for student participants only;
- r) monitor the field trip finances;
- s) ensure that students and/or parents understand that the Board facilitates field trips

beyond five days, five or more nights but all signed contracts and financial undertakings are between students and/or parents/guardians and the tour operator;

- t) inform the school council of the dates and destination of the field trip;
- u) ensure staff absences are accommodated within approved practice; and
- v) in case of withdrawal of Board support, inform all participants.

### **3.5 Staff Organizer(s) shall:**

When planning a field trip beyond five days, five or more nights:

- a) discuss the concept of the field trip with the principal before discussing with students;
- b) adhere to the field trip criteria;
- c) research the location of the activity and be familiar with seasonal conditions;
- d) have the appropriate knowledge to lead the trip;
- e) identify and inform staff and volunteers of their responsibilities, in conjunction with the principal;
- f) design the field trip to meet the ability, skill and maturity level of the students, taking into account the maturity, skills and abilities of the students when planning the activities;
- g) select a Board-approved tour operator in conjunction with the principal;
- h) prepare appropriate documentation and submit to the principal for approval;
- i) charge fees on a cost recovery basis;
- j) outline how fundraising will support the trip, if applicable;
- k) prepare an emergency communication plan; and
- l) communicate with parents, as required, during the formulation of the plan for the field trip.

Once the field trip beyond five days, five or more nights is approved:

- a) make all arrangements;
- b) obtain completed consent forms;
- c) provide students and parents/guardians with an information package including:
  - the Field Trip Permission Form,
  - mandatory insurance information,
  - list of students and chaperones,
  - itinerary,
  - packing list,
  - lodging and transportation arrangements,
  - schedule of additional meetings,
  - student behavior expectations and consequences,
  - supervision expectations explained and form provided to be completed and returned
  - local currency, customs, and expectations,
  - care of travel documents,
  - luggage and customs restrictions,
  - dress code,
  - costs and payment options, and
  - medical forms, if required;
- d) arrange an information session for students and parents/guardians, with supervisors and/or the tour operator, making sure to:

- review the information package, and
  - 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;
- e) ensure emergency information is available for each participant;
  - f) ensure all participants and parents/guardians are aware that field trips may be cancelled on severe weather, and withdrawal of Board support;
  - g) remind student participants to complete all work missed in other classes;
  - h) provide an appropriate program for students who do not participate in the field trip;
  - i) ensure that every supervisor:
    - signs the Supervisor Responsibilities During Field Trips Beyond Five Days, five or more nights,
    - provides written evidence of insurance coverage, and
    - possesses all necessary travel documentation.
  - j) 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;
  - k) work in conjunction with the tour operator to obtain all required information and payments;
  - l) be aware of requirements for participants traveling with foreign passports;
  - m) 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;
  - n) consider holding a follow-up meeting for field trip participants, if needed;
  - o) inform staff members of field trip dates and participating students;
  - p) inform parents field trip insurance coverage is mandatory; and
  - q) arrange for parents/students to purchase comprehensive medical/travel insurance and trip cancellation insurance.

During the field trip beyond five days, five or more nights:

- a) supervise students and follow up on inappropriate behaviour;
- b) ensure that proper equipment is worn by all participants;
- c) take attendance at all points of departure and at regular intervals;
- d) adhere to the itinerary and consult with the principal if an activity cannot proceed safely; and
- e) contact the school immediately if an incident or accident occurs and submit the Accident/Injury Report Form as soon as possible.

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

- a) ensure costs of the field trip beyond five days, five or more nights are paid in accordance with payment schedules (including non-refundable deposit) for children under 18;
- b) review all documents and attend information sessions;
- c) submit consent forms and required documentation, including:
  - the Field Trip Permission Form,

- passport information,
  - immunization,
  - travel insurance, and
  - copies of prescriptions;
- d) consider volunteering on the field trip;
  - e) inform staff organizer if the student can no longer participate;
  - f) understand that adjustments to a student's itinerary will only be considered in exceptional circumstances;
  - g) understand that, if an adjustment to a student's itinerary is approved by staff organizers and the principal:
    - they must 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; and
  - h) understand that field trips may be re-scheduled, altered or canceled if there are concerns regarding destination safety, or withdrawal of Board support.

### **3.7 Student participants shall:**

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

### **3.8 Volunteers shall:**

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

### **3.9 The Tour Operator shall:**

- a) work with staff organizers to:
  - develop an itinerary, and
  - outline requirements and timelines;
- b) provide detailed statements to the school of all monies collected;
- c) attend information meetings, as required;
- d) 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.

### **3.10 The accompanying administrator shall:**

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

## **4. Definitions**

### **4.1 Field Trips: Beyond Five Days, Five or more Nights**

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

### **4.2 Financial Transactions**

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

### **4.3 Supervision Ratio for Field Trips: Beyond Five Days and Nights**

The minimum acceptable standard of supervision for extended field trips is one supervisor to 10 students or the minimum standard as indicated by OPHEA, utilizing whichever provides greater supervision.

## **5. Contact**

Education and Community Services

## **6. History**

Approved 1994

Revised 2003, 2007, 2014

Revised 2021, September 2022



# Board Procedure #642.4

## Field Trips: Overnight Sporting Event Up to Four Nights

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### 1. Procedure Statement

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 five days, up to four nights**. Costs may be associated with these trips.

For sporting events longer than four days, the Field Trips: Two to Five Days, up to Four Nights or Field Trips: Beyond Five Days, Five or more Nights procedures must be followed.

### 2. Application

#### 2.1 Approval Criteria

All overnight sporting event field trips must:

- a) be approved by the school principal;
- b) minimize student costs, wherever possible;
- c) accommodate, where possible, student needs and parental requests related to religion, faith and culture; in situations where this is not possible, the principal will communicate with the superintendent of education;
- d) support interested/eligible students in participating by outlining how fundraising activities may support the trip;
- e) consider, and meet wherever possible, AODA accessibility standards for information and communication, transportation and the built environment;
- f) ensure all participants have the opportunity to attend (with parent/guardian approval);
- g) accommodate students with special needs, ensuring equal access and supervision for high-needs students in accordance with the Student Safety Plan;
- h) provide for the health and safety of all participants;
- i) ensure that activities comply with [Ontario Physical Education Safety Guidelines](#) and [the Wilderness Canoe Tripping and Overnight Backpacking Standards](#);
- j) ensure that all water activities, including swimming and boating, comply with the following:
  - Administrators must exercise due diligence regarding any trip involving water.
  - Any trip involving water-related activities must meet the required safety standards as outlined in the Safety Guidelines and have the approval of the Superintendent.
  - Principals shall ensure, by reviewing with the overseeing teacher the documentation for each student, that the safety standards for the water activity have been met and communicate this to their Superintendent.
  - A detailed itinerary will be required for any field trip involving water including how the safety standards are being met, details on swimming tests and qualifications of staff supervising where such is required.

- Principals must keep swim test results that are completed prior to attending a water-related trip, and only students who pass the swim test may attend trip.
  - If a trip requires that a swim test be completed onsite (for instance in the case of some camps), no swimming may take place until the swim tests have been completed. Students will sign off on their swim test results, and the results sent to the principal. Under no circumstances may a student who does not pass a swim test participate in swimming activities.
  - All swim test results must be kept in the school's main office for one full year after the trip have been completed.
  - Additional water related activities that are not part of the approved itinerary (e.g. swimming in the hotel pool or hot tub; unplanned swims in a natural body of water while on a hike, unplanned dip in a fountain) are NOT to occur during field trips at any time.
- k) have an itinerary;
  - l) outline in writing supervision expectations for staff members and volunteers;
  - m) have an administrator in attendance on any overnight sporting event, up to four nights occurring outside Canada and the continental United States;
  - n) have gender representation in staff supervision, ensuring that all supervisors are aware of, and comfortable with, their role;
  - o) adhere to all relevant Board policies, procedures and school code of conduct; and
  - p) 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 Trip: Overnight Sporting Event, up to Four Nights must be completed.

### **3. Responsibilities**

#### **3.1 The Director of Education shall:**

- a) allocate staff and resources to support the Field Trips: Overnight Sporting Event, up to four nights procedure.

#### **3.2 The Associate Directors, Schools shall:**

- a) support the implementation of the Field Trips: Overnight Sporting Event, up to four nights procedure.

#### **3.3 Superintendents of Education shall:**

- a) ensure that the requirements in the Field Trips: Overnight Sporting Event, up to four nights procedure are communicated to all schools; and
- b) receive Field Trips: Overnight Sporting Event, up to four nights requests for information.

#### **3.4 Principals shall:**

- a) authorize overnight sporting event field trips, up to four nights;
- b) ensure the field trip meets approval criteria and supervision ratios;
- c) ensure all participants receive appropriate information about the trip;
- d) communicate the availability of financial assistance with dignity and confidentiality
- e) only remove a student from participating on the trip after consultation with staff and the

- superintendent of education;
- f) identify an administrator to accompany the field trip to all international destinations, where possible;
- g) review and sign all applicable paperwork, including “Third Party Liability Waivers”;
- h) shorten, cancel or terminate a field trip if the activity cannot proceed safely;
- i) consider cancelling transportation for field trips on inclement weather days, in accordance with the [Severe Weather](#) policy;
- j) in case of concerns about safety at the destination;
  - contact the superintendent of education,
  - liaise with supervisors and superintendent of education, as required, to decide whether to proceed with original plans, or to modify or cancel the trip; and
- k) 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 education, 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
- l) 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.

### **3.5 Staff organizers and supervisors shall:**

When planning an overnight sporting event, up to four nights:

- a) adhere to the field trip criteria,
- b) have the appropriate training and knowledge to lead the trip,
- c) identify and inform supervisors of their responsibilities,
- d) take into account the maturity, skills and abilities of the participants,
- e) prepare appropriate documentation and submit to the principal for approval,
- f) communicate with parents/guardians regarding the proposed trip, and
- g) complete and submit the Supervisor Expectation Form.

Once the overnight sporting event, up to four nights is approved:

- a) make all arrangements,
- b) obtain completed consent forms,
- c) refer any Third Party Liability Waivers to the principal,
- d) provide information to parents/guardians and students about comprehensive medical/travel insurance, if required,
- e) ensure students and parents/guardians sign the Student Expectations Contract,
- f) ensure all participants and parents/guardians are aware that field trips may be cancelled on severe weather,
- g) ensure students complete all work missed in other classes,
- h) provide detailed information about the trip to parents/guardians and supervisors, and
- i) inform staff members of the field trip dates and participating students.

During overnight sporting event, up to four nights:

- a) supervise students and follow up on inappropriate behaviour,
- b) ensure that proper equipment is worn by all participants,
- c) take attendance at all points of departure and regular intervals,
- d) adhere to the planned itinerary and consult with the principal if an activity cannot proceed safely, and
- e) 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,

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

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

### **3.7 Students shall:**

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

## **4. Definitions**

### **4.1 Field Trips: Overnight Sporting Event, up to Four Nights**

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

### **4.2 Supervision Ratios for Field Trips: Overnight Sporting Event, up to Four Nights**

Refer to the York Region Athletic Association Constitution for appropriate supervision ratios for each sporting event.

## **5. Contact**

Education and Community Services

## **6. History**

Approved: May 2016

Revised 2016

Working Document: 2021

Revised: September 2022