


Windsor-Essex Catholic District School Board



Section: Schools

**ADMINISTRATIVE PROCEDURE:
PR SC: 04 Field Trips/
Excursions**

| | |
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| NUMBER: | PR SC: 04 |
| EFFECTIVE: | Oct. 23, 2007 |
| AMENDED: | April 1, 2008, Oct.26/09 (Volunteer Driver Form) Nov. 22, 2011 |
| RELATED POLICIES: | See References |
| REPEALS: | |
| REVIEW DATE: | 2017-2018 |

1.0 OBJECTIVE:

- 1.1 To establish approval requirements and guidelines to govern field trips and excursions.

2.0 DEFINITIONS:

- 2.1 Field trips are out-of-school studies that are directly linked to specific subject curriculum expectations designed to enhance student knowledge, and to provide students with a quality Catholic education, enabling all to grow to their potential.
- 2.2 An excursion is an out-of-school activity that is not directly linked to specific subject curriculum expectations, but that is provided to enrich and promote students' social growth, or to benefit and enhance the faith-based school culture.
- 2.3 Field trips and excursions are trips, approved by the Windsor-Essex Catholic District School Board or its appropriate representative, where students travel to a location beyond the school property. This could include, but not be limited to, neighbourhood studies, visits to buildings and sites of historical interest, to museums, galleries, factories, sports events, community rinks, pools and arenas, zoos, farms, Provincial Parks, day and overnight visits, travel beyond the province and to other countries.
- 2.4 An unapproved trip is one, which has not followed the process established by Board administration to receive official approval or is one, which has followed the process, but has been denied. Neither the school nor the School Board shall sponsor, promote, or participate in the planning of any unapproved trip. Any Board employee involved in an unapproved trip may face disciplinary procedures and would surrender their legal claim to the Board's liability insurance coverage and to Worker's Compensation.

3.0 CONSIDERATIONS WHEN PLANNING FOR FIELD TRIPS/EXCURSIONS:

- 3.1 Teachers should consider the following when planning for field trips/excursions:
- the learning outcomes and age appropriateness;
 - the guiding principles set out within the Board's Field Trip/Excursion Policy including making all efforts to ensure that all field trips/excursions are available and accessible to students with special needs;

- the health and safety of students and staff;
 - the gathering of data from primary sources;
 - the reception of direct experiences of a phenomenon, process, operation or enterprise;
 - the observation of practical applications of themes, topics, units of study, lessons;
 - the provision of spiritual, aesthetic, cultural, intellectual, athletic, or social experiences.
- 3.2 When addressing field trips/excursions on an annual basis the Principal and teacher shall consider the frequency of field trips/excursions per student/staff member.
- 3.3 As part of the field trip/excursion planning process, the Principal and teacher shall consider the financing of all field trips/excursions including:
- a) consideration of all costs of the field trip/excursion and the ability of families to pay such costs;
 - b) ensuring that funds are used to the best advantage for the greatest number of students;
 - c) developing an appropriate and cost effective plan for the coverage of any teacher and support staff absence. The Board shall not be responsible for any costs related to the field trip/excursion. All costs incurred for a field trip/excursion shall be the responsibility of the school (including the cost of occasional teachers – secondary schools are not permitted to rely on “on calls” to cover staff absences related to field trips/excursions). The school shall ensure that costs are covered through school funds, fundraising activities and/or participant contributions;
 - d) ensuring the costs of transportation (including costs of any specialized transportation required by students with special needs) are covered as set out in 3.3 (c) above;
 - e) ensuring compliance with Board Policies SC: 02 Fundraising and SC: 05 Fees for Learning Materials and Activities.
- 3.4 Use of the local community and region when planning field trips/excursions is encouraged. Consideration of field trip/excursion destinations in Canada, if possible, should be a priority.

4.0 TYPES OF TRIPS AND APPROVAL PROCESS:

- 4.1 For all field trips/excursions, teachers shall obtain the Principal’s approval in advance (Form A) and the Principals shall inform the parents in writing.

Same Day Local/Regional Field Trip/Excursion

For a field trip/excursion within the City of Windsor, the County of Essex, the Province of Ontario and the State of Michigan which takes place during a school day:

The teacher is required to obtain the approval of the Principal at least two (2) weeks in advance (Form A). For day field trips/excursions outside of the County of Essex,

especially trips to Michigan, the Principal is required to provide the Superintendent with a copy of Form A for information, immediately upon the Principal approving the field trip/excursion.

Multiple Days Local/Regional Field Trip/Excursion

For a field trip/excursion within of the City of Windsor, the County of Essex, the Province of Ontario and the State of Michigan of more than one day's duration:

The Principal is required to secure the Superintendent's written approval at least four (4) weeks in advance (Form A). Parents should be informed two (2) weeks in advance and shall provide written consent (Form B) as well as their child's specific needs (i.e. medication, allergies).

NOTE: Only students in the intermediate and senior grade levels (7-12) may participate in a Multiple Days Local/Regional Field Trip/Excursion.

Special Field Trip/Excursion

Shall be defined for the purpose of this procedure, as a field trip/excursion within Canada, but outside of Ontario; travel within the United States, other than the state of Michigan; any other international travel; a field trip/excursion where students will miss more than five days of school; or a field trip/excursion deemed special by the school Superintendent.

For all special field trips/excursions, especially those involving potential risks, the Principal shall secure the Superintendent's approval at least eight (8) weeks in advance (Form A) of the field trip/excursion. The Superintendent shall present the request to the Director of Education for approval at least six (6) weeks in advance of the field trip/excursion.

Parents shall be informed at least four (4) weeks in advance and shall provide written consent for their child's participation in said trips/excursions (Form B), as well as relevant student information as requested, i.e. medical problems, special consideration.

- 4.2 Although field trips/excursions that span a holiday period may be considered for approval, "Student holiday travel" shall not be considered or approved. For the purpose of this procedure "student holiday travel" is defined as a commercially organized and sponsored travel opportunity for students that is scheduled outside the normal school attendance days (i.e. Christmas and summer holidays) and is not considered either a school authorized field trip or excursion as defined within this procedure.
- 4.3 Where a field trip or excursion involves an inherent risk of injury to the participant such as, but not limited to, swimming, camping, canoeing, climbing, boating, ice skating, various physical activities, special care must be taken to ensure the parent/guardian, or the student if over 18, is made aware and fully informed of such risk and the parent/guardian (student if over 18) shall be required to complete the "informed

consent” form (Form B – Part 3). The Windsor-Essex Catholic District School Board does not provide any accidental death, disability, dismemberment or medical expense insurance on behalf of students or parent/guardian/volunteer/supervisors participating in field trips/excursions and the Board will not cover the costs related to accidental injuries or illness. The Student Accident Insurance plan that is offered to every student at the beginning of each school year provides coverage for accidents that may occur on school field trips/excursions. It is strongly recommended that parents consider purchasing such coverage.

- 4.4 The Principal shall consult the Superintendent of Education before granting approval for a field trip/excursion, if in doubt about a specific activity.
- 4.5 Principals, Superintendents, and the Director shall assess requests for approval of field trips/excursions based on the criteria set out within Policy SC: 04.
- 4.6 The Director shall report to the Board as information any special field trip/excursions that the Director has approved. The report shall include a summary of the activities the students were involved while participating in the field trip/excursion. Individuals who have organized and/or participated in these types of field trips/excursions may be invited to present their experiences at a meeting of the Board.
- 4.7 Any field trip/excursion may be cancelled at any time by a Principal and/or Superintendent, if required.

5.0 SUPERVISION AND AUTHORIZED TRANSPORTATION MODE:

- 5.1 All field trips/excursions require the supervision of at least one qualified teacher. When returning from a field trip/excursion after school hours, a teacher shall remain with the students until all have been picked up by their parents or legal guardians.
- 5.2 Teachers and chaperones must not schedule any unsupervised time for students, and must supervise students at all times during the field trip/excursion.
- 5.3 An adequate supervisor/student ratio shall be maintained at all times. The number of supervisors shall reflect the risk involved in the outing. Principals and teachers shall assess risk as a prudent and reasonable person would given the circumstances. The following are strongly recommended minimum supervision requirements.

| | |
|--|--------------------------------|
| a) <u>Same Day Local/Regional Trip / Excursion</u> | <u>Grade Level</u> |
| 4-6 adults per class | JK/SK |
| 3-5 adults per class | Primary (1 -3) |
| 2 - 4 adults per class | Junior (4 - 6) |
| 1 - 4 adults per class | Intermediate & Senior (7 - 12) |
| | |
| b) <u>Multiple Days Local/Regional Trip/Excursion</u> | <u>Grade Level</u> |
| 1 - 4 adults per class | Intermediate & Senior (7 - 12) |

| | |
|---|---|
| c) <u>Special Trip/Excursion n</u> 4 - 6 adults per class or Appropriate to risk factor | <u>Grade Level</u> All Grade Levels |
|---|---|

- 5.4 When determining the supervision ratios and the need for support of Educational Assistants, principals will give special consideration to the physical, emotional, medical, and behavioural needs of any students with special needs participating in the trip.
- 5.5 In the case of field trips/excursions of more than a day's duration including students of both genders, adults of both genders shall accompany the students as official supervisors.
- 5.6 It is recommended that one of the supervisors accompanying students hold a valid First Aid Certificate.
- 5.7 Following approval of a field trip/excursion, it is the obligation of the Principal to ensure that:
- a) teachers and dependable supervisors are appointed;
 - b) the teachers fully understand the responsibilities and liabilities to which they may be subjected;
 - c) the students, parents, appointed supervisors and teachers have been thoroughly informed;
 - d) provision is made for alternative activities for students left without their regular teachers as a result of an approved field trip;
 - e) the supervising teacher is informed of the names of students who require special medication (such as Epi-pen®) for the duration of the field trip/excursion, and the teacher shall confirm that these students have brought their medication and administration of the medication shall be according to Board policy;
 - f) all efforts are made to include students with special education and health support needs and that advanced planning is undertaken, including consultation with parents. Health support plans shall be reviewed and implemented;
 - g) for students with life threatening allergies, the following is in place before the student is permitted to participate in the field trip/excursion:
 - i. That a parent/guardian, or an adult designated by the parent/guardian or staff, who is acquainted with the student's Individual Anaphylactic Plan (With Emergency Treatment Plan) (Pr ST11A Form A) and who has been trained in the administration of Epi-pen®, accompany the student on the field trip/excursion.

- ii. That a copy of the Individual Anaphylactic Plan (With Emergency Treatment Plan) and the Epi-pen® accompany the student on the field trip/excursion.
- 5.8 The supervising teacher shall maintain accurate and updated lists of students and supervisors who are aboard each bus and/or personal automobile, prior to departure. A copy of the lists, containing the bus identification number and/or vehicle license plate numbers, shall be left at the school.
- 5.9 For all field trips/excursions involving potential risks, teachers, supervisors and Principals shall acquaint themselves with all aspects and requirements of such trips/excursions, parents shall be fully informed, and pupils shall be adequately prepared.
- 5.10 A parent meeting shall be conducted prior to any overnight trip.
- 5.11 In order to minimize the inherent element of risk involved in certain physical activities, field trip/excursion participants shall abide by The Ontario Physical Education Safety Guidelines issued by the Ontario Physical and Health Education Association.
- 5.12 Volunteers may accompany students on field trips/excursions as supervisors and Principals shall ensure that the school has an Application for School Volunteer (SC: 09 School Volunteers Appendix “A”) on file for each volunteer participating in a field trip/excursion. Principals must ensure that volunteers receive guidelines on their responsibilities prior to the field trip/excursion.
- 5.13 Principals will use their discretion when requesting a police record check from a volunteer for a field trip/excursion in accordance with the Board’s volunteer policy. The Principal will assess the risk involved based on the extent of interaction with, and responsibility for students, as well as the degree of direct supervision of the volunteer. A police record check, obtained within the last year is required for all volunteers attending overnight trips. The Board/school will not assume any cost involved in obtaining a police record check.
- 5.14 Any adult accompanying students on a field trip/excursion is expected to act in an appropriate manner consistent with Board policy/procedures, standards and values.
- 5.15 Principals shall inform parents of the Field Trips/Excursions Policy and Procedure.
- 5.16 The teacher initiating the field trip/excursion is responsible for arranging transportation including the method of payment. Regular and approved school or public transportation is strongly recommended. The transportation costs associated with the inclusion of students with special needs must be considered as a cost of the trip/excursion. The school shall ensure that costs are covered through school funds, fundraising activities and/or participant contributions.
- 5.17 Private automobiles are allowed, however, drivers who are volunteers, teachers, or employees shall receive and complete Part A and B of the attached Volunteer Driver – Authorization to Transport Students Form and must abide by the requirements contained therein. The car’s owner remains the primary responsible party and, if an accident occurs,

his/her own insurance coverage is expected to be used, without reimbursement by the Board, before the Board’s insurance.

5.18 For transport by other than regular and approved school or public transportation:

a) Everyone riding in an automobile:

- i. shall be wearing seat belts and/or the appropriate restraint systems and students under 12 years of age shall be seated in the back only.
- ii. under 40 lbs. shall be in a forward facing car seat that must be tethered to the vehicle by a strap that hooks into an anchor bolted to the vehicle’s frame.
- iii. Booster seats with the lap and shoulder belt combination are to be used for children weighing between 40 to 80 lbs, less than 4 feet, 9 inches tall, and up to 8 years old. (Appendix A).
- iv. When a child meets any one of the following criteria, a seatbelt alone may be used:
 - Eight years of age and older;
 - 80 pounds or more;
 - 4 feet 9 inches or taller.

b) The licensing and vehicle requirements under the Highway Traffic Act must be strictly followed. The following is a summary of those requirements:

i. For vehicles owned by the Board, rented or leased in the name of the Board, or operated under contract with the Board (i.e. where there is any form of compensation or reimbursement):

| <u>Passenger Capacity</u> | <u>Driver’s License Requirement</u> | <u>School Purpose Requirements (Highway Traffic Act (HTA))</u> |
|---------------------------|-------------------------------------|--|
| 1 to 5 | G | - None |
| 6 to 9 | G | - Safety Inspection Stickers - Logbook - Requirements Reg. (483) |
| * 10 to 24 | E | - HTA Regs. for School Purposes - Bus |

ii. For vehicles owned, leased, or rented by a volunteer, parent or staff member:

| <u>Passenger Capacity</u> | <u>Driver’s License Requirement</u> | <u>School Purpose Requirements (Highway Traffic Act (HTA))</u> |
|-----------------------------|-------------------------------------|--|
| 1 to 5 | G | - None |
| 6 to 11 (NO CONTRACT) | G | - None |
| * 12 to 14 (NO CONTRACT) | F | - As per HTA for this type of vehicle |

*** 15 passenger commuter vans shall not be used for any type of travel for students, staff and parents.**

6.0 PLANNING OF ALL FIELD TRIPS/EXCURSIONS:

- 6.1 Teachers shall complete and submit Form A to the Principal, in order to obtain approval for all field trips/excursions.
- 6.2 Pre-inspection of site:
- a) In order to ensure a worthwhile, safe and accessible field trip/excursion for all students, pre-planning is essential. Upon agreement by the teacher and Principal, the teacher should visit the selected site in advance. If this is not feasible, the teacher should obtain as much information as possible about the area to be visited.
 - b) Whether pre-inspection occurs or not, the teacher shall determine potential hazards and share this information with other supervisors.
- 6.3 Teachers will determine supervision strategies that will be used during any proposed field trip/excursion such as the buddy system, audio and visual contacts, groups, curfews, etc. Student identification should be by school or group only with no personal names. Roll call shall be taken before each stop and departure. These strategies should include a clear method of informing Principals and parents of emergencies or arrival delays at any hour of the day or night.
- 6.4 Teachers are required to review bus safety procedures and revisit requirements with students prior to departure.
- 6.5 It is imperative that the teacher(s) in charge of a field trip or excursion have access to health information and emergency contact information about each participating student, should an emergency arise. For a field trip/excursion, any part of which is outside of normal school hours, the teacher(s) in charge shall have the information on hand. For activities that are taking place within school hours, the information may be retained at the school where it can be accessed by telephone (with the exception of the Individual Plan (With Emergency Treatment Plan) for any student with life threatening allergies, which must accompany the student on the field trip/excursion).
- 6.6 Itinerary:
- a) Prior to final approval, and prior to departure on any field trip or excursion, the teacher in charge shall have prepared a detailed itinerary, copies of which are to be distributed to parents, Principal, other appointed supervisors and the bus driver.
 - b) This itinerary is to include the following details:
 - All departure and arrival times for each site to be visited;
 - Name and telephone number of the transportation company;
 - All planned stops along the route, as accurately as possible;

- Accommodations (name, address, telephone number);
 - List of supervisors;
 - Mass time for trips/excursions that include a Sunday;
 - Visit to religious historical site of monument, if applicable.
- c) The supervising teacher has the right to change the itinerary of the field trip/excursion, at his/her discretion, if an emergency or dangerous situation arises, or as the situation warrants.

7.0 STUDENT PREPARATION, CONSENT FORMS AND ONTARIO HEALTH CARD:

- 7.1 Signed parental or guardian consent forms shall be received from each student prior to her/his participation in any field trip or excursion (Form B Field Trip/Excursion Information and Consent Form).
- 7.2 For recurring outings to the same destination i.e. a walking trip to the local park, it is sufficient for a student to provide a single consent form (Form B) that will apply to all recurring trips. The form must be completed prior to the first trip and should include information as to the proposed frequency of the trips/excursions, mode of transportation, description and purpose of activity. Parents/Guardians should also be advised that they are being asked to give permission for all of the outings and that a separate form will not be sent home each time.
- 7.3 It shall be sufficient for a student to provide a single consent form (Form B) to attend all “away” games while participating on a school team. The form must be completed prior to the first “away” game and should include information as to the proposed mode of transportation. The months in which the season begins and ends should also be included. It is recommended that a team schedule accompany the form. Parents/Guardians should be advised that they are being asked to give permission to attend all “away” games and that a separate form will not be sent home each time.
- 7.4 Students are to be advised of the trip’s objectives and made aware of the teachers’ expectations as to behaviour, etc. before leaving school. It is understood that the Principal may refuse participation in a field trip/excursion because of prior or anticipated general lack of discipline on the part of a student. In such a case, the student’s parents shall be notified of the decision by the Principal.
- 7.5 Students and chaperones participating in a field trip/excursion that takes them out of the country/province (including same day trips, i.e.: to Michigan or Ohio) must have a valid proof of out-of-country/province health insurance. Those travelling out of the country must have a Birth Certificate or equivalent proof of Canadian Citizenship. Students and chaperones that do not have the required proof of citizenship and/or valid proof of out of country/province health insurance will not be permitted to participate in the field trip/excursion. The Board shall not be responsible for the cost of securing out of country/province health insurance. Should the teacher/principal plan an out of province/country trip, he/she shall ensure that the costs of securing health insurance are covered through school funds, fundraising activities and/or participant contributions.

8.0 CONSEQUENCE OF MISCONDUCT:

- 8.1 In the case of serious student misconduct during a field trip/excursion, the supervising teacher shall have the authority to dismiss the student and so inform the student's parents who will be responsible to meet their son/daughter wherever the situation occurred.
- 8.2 The Principal shall be consulted before the dismissal, where feasible, and a written report shall be prepared for submission to the Superintendent immediately upon return from the field trip/excursion.

9.0 EQUIPMENT:

- 9.1 Teachers are required to ensure that equipment that is required for the proposed field trip/excursion is adequate and in good condition.
- 9.2 A standard First Aid Kit must be available throughout the field trip/excursion.
- 9.3 When transporting students by watercraft, the school shall obtain a letter from the owner/operator verifying sufficient, approved lifejackets and/or PFD (personal floatation devices) for the group and indicating the date of their most recent successful Ministry of Transportation inspection.

10.0 POST FIELD TRIP/EXCURSION REPORTING:

- 10.1 For Special Field Trips/Excursions as defined in section 4.1 (c), the Principal is to be presented with an oral or written report outlining the success of the event from an educational and organizational point of view. Such reports should also highlight the shortcoming and problems encountered during the field trip/excursion and should include specific recommendations in view of eliminating similar problems in the future.
- 10.2 Written reports shall be mandatory for reporting incidents of a significant or serious nature. The Principal shall make his/her school staff aware of the appropriate reporting procedures as they relate to incidents of a significant or serious nature. All said incidents shall be reported to the Superintendent of Schools and the Superintendent of Business.

11.0 APPENDICES:

- Appendix A - Volunteer Driver Authorization to Transport Students (Part A and Part B)
- Form A - Field Trip / Excursion Approval Form
- Form B - Field Trip / Excursion Information and Consent Form

12.0 RELATED POLICIES AND PROCEDURES:

SC: 04 Field Trips / Excursions
A: 14 Promoting and Supporting Equity & Inclusion Within a Catholic Community
SC: 02 Fundraising
F: 05 Fees for Learning Materials and Activities
Pr F: 05 Fees for Learning Materials and Activities
SC: 09 School Volunteers
SC: 15 Code of Conduct
SC: 18 Bullying Prevention and Intervention
Pr SC:18 Strategies for Bullying Prevention and Intervention
SC: 19 Environmental Education
Pr SC: 19 Environmental Education
ST: 05 Student Discipline Policy
Pr ST:05 Student Discipline Procedure
ST: 11 Student Health Support (Including Medication Administration at School)
Pr ST: 11 Student Health Support (Including Medication Administration at School)
ST: 11A Anaphylaxis Policy
Pr ST: 11A Anaphylaxis Procedure (Including Administration of Emergency Medication)
ST: 15 Accidents/Students

VOLUNTEER DRIVER - AUTHORIZATION TO TRANSPORT STUDENTS

Part A

This will authorize _____
(Name of teacher or other volunteer driver)

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

3. Vehicle Information: MAKE: _____ YEAR: _____ LICENCE #: _____

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

- (A) Use a licensed automobile which carries valid automobile Third Party Liability insurance as required under Ontario legislation;
- (B) Provide the school board with prompt written notice, with particulars, of any accident arising out of the use of a licensed automobile during a trip on board-related business;
- (C) Be aware that the school board's Excess Automobile Liability insurance comes into effect only after the vehicle owner's primary Third Party Liability insurance limit has been exhausted;
- (D) Be aware that any damage to the volunteer's vehicle, the cost of any insurance deductible or premium adjustment as the result of an accident while the vehicle is being used on board-related business is NOT covered by the school board's Excess Automobile Liability insurance.
- (E) Be aware that if the vehicle is equipped with passenger-side airbags, children under 12 years should not be permitted to ride in the front seat. (See vehicle manufacturer's recommendation.)

N.B. A "trip driver" is defined as any person authorized by the board who has agreed to be a driver for a certain trip while they are driving their own or another licensed automobile. This includes, but is not limited to: Trustees, employees, teachers, parents, volunteers, officials of the school board.

DECLARATION TO BE SIGNED BY DRIVER

- I declare that I hold an unrestricted driver's license and am authorized to drive in Ontario, and my vehicle is insured by a valid automobile liability insurance policy as required by Ontario law.
- I declare that the vehicle described above is mechanically fit and that there are seat belts in working condition for all passengers.

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

- I declare that I have authorized _____ to drive my vehicle to transport students participating in the school event(s) listed on this form.
- I declare that he/she holds an unrestricted driver's license, is authorized to drive and is insured as an operator under the vehicle's liability insurance.
- I declare the vehicle described above is mechanically fit and that there are seat belts in working condition for all passengers.

See Part B (next page)

Volunteer Driver - Authorization to transport students Contd.

Part B

SUMMARY OF INSURANCE

(1) Volunteer Supervisors on School Premises

The school board's Liability insurance policy protects both staff and volunteers who are working within the scope of their duties for the board. This coverage responds to law suits that are brought against staff or volunteers who are supervising school events and provides protection up to \$20 million for each occurrence.

(2) Volunteer Drivers for School Activities

Ontario legislation makes automobile insurance compulsory in the Province of Ontario. The same legislation makes the owner's insurance primary coverage in the event of an accident - in other words, the insurance carried on the vehicle responds first.

If a vehicle which is not owned by the school board is being operated by a volunteer or any other board employee for approved school activities, the board's Non-owned Automobile Insurance endorsement will respond to Third Party Liability claims in excess of the owner's insurance limit up to a total combined limit as stated in the Non- owned Auto policy.

There is no coverage provided by the school board's insurance for damage to volunteer's or employee's vehicles while they are being operated for board activities.

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

(3) Personal Automobile Insurance Coverage

For the personal protection of volunteer drivers, it is recommended that drivers carry a minimum of \$1 million of Third Party Automobile Liability insurance. Volunteers and board employees who use their personal vehicles for transporting students to school activities should advise their insurance carrier.



Field Trip Details

Please fill out all fields

School Teacher

Destination Name Name of Carrier

Mode of Transportation Travel Company Involved

Departure Date Time of Departure from School (ex. 9:00 AM)

Return Date Approximate Time of Return to School (ex. 3:00 PM)

Number of Students

Male

Grade of Students

Total Cost per Student

Number of Supervisors

Male

Female

Personal Cost per Student

Female

Purpose of Trip/Excursion

Relationship to Students' Program/Course

Is this field trip considered HIGH RISK?

If "Yes", describe the risks and precautions implemented

Pre-Trip/Excursion Preparation(s) by Students

Follow-up Activities Planned

If activity is occurring over a weekend, indicate plans for students to attend a eucharistic celebration.

Date Submitted Teacher

Approval Date Principal

Approval Date Superintendent

Approval Date Director

For SAME day Local/Regional Trips/Excursions, submit request to Principal two(2) weeks prior to Trip/Excursion.
For MULTIPLE days Local/Regional Trips/Excursions, submit request to Superintendent four(4) weeks prior to Trip/Excursion.
For SPECIAL Trips/Excursions, submit request to Superintendent for Director eight(8) weeks prior to Trip/Excursion.



Field Trip/Excursion Information and Consent Form

Part 1 - Field Trip/Excursion Information to be retained by Parent/Guardian

To the Parent/Guardian,
Permission has been granted by the Principal (and Superintendent or Board, if applicable) for the students to participate in the Field Trip/Excursion described below. To have your son/daughter participate in the trip/excursion, please complete **Part 2** below and return it to the school as soon as possible. If this field trip is considered HIGH RISK, you must fill out **Part 3**.

Is this field trip considered HIGH RISK? If Yes, please complete Part 3

| | | | |
|------------------------------------|----------------------|--|----------------------|
| School | <input type="text"/> | Mode of Transportation | <input type="text"/> |
| Departure Date | <input type="text"/> | Time of Departure from School (ex. 9:00 AM) | <input type="text"/> |
| Return Date | <input type="text"/> | Approximate Time of Return to School (ex. 3:00 PM) | <input type="text"/> |
| Destination Name | <input type="text"/> | | |
| Destination Phone | <input type="text"/> | Cost per student | <input type="text"/> |
| Number of Students | <input type="text"/> | Number of Supervisors | <input type="text"/> |
| Purpose/Relationship to Program | <input type="text"/> | | |
| Students should come prepared with | <input type="text"/> | | |

Parent/Guardian to cut-off from here and Retain Part 1. Part 2 (below) must be returned to the school.

Part 2 - Parent/Guardian Consent to be returned to the school at least 3 days prior to the trip

To the Windsor-Essex Catholic District School Board and the Principal of _____

As the Parent(s) Guardian(s) of (print name in full) _____

We hereby request that the above-named student be permitted to participate in the trip/excursion to (note destination) _____

I/We are aware that the Mode of Transportation noted in Part 1 above, indicates that students may travel to/from the destination by use of private motor vehicle. I/We hereby give permission for the above named student to be transported in a vehicle driven by another student/parent.

Signature(s): _____ Student Health Card # (optional): _____

Medical Condition (if any) or Prescribed Medication _____

Date: _____ Signature of Parent(s) or Guardian(s): _____

The Windsor-Essex Catholic District School Board does not provide coverage for accidental injury or death. Coverage is available for purchase through a carrier. For more information please contact your school Principal.

For trips out of province/country, students must provide proof of out of province/country health insurance.

Student Home Phone: _____

Emergency Contact Name: _____ Emergency Phone: _____

In accordance with the Municipal Freedom of Information and Protection of Privacy Act, 1989, information in forms and documents pertaining to a student registered/enrolled within the Windsor-Essex Catholic District School Board is collected under the legal authority of the Education Act and its Regulations and the Ontario Student Record Guideline, 2000.

In the case of serious student misconduct during a Field Trip/Excursion, the teacher in charge shall have the authority to dismiss the student and so inform the student's parents who will be responsible to meet their son/daughter wherever the situation occurred.

The risk of injury exists in every field trip activity. However due to the vary nature of some activities, the risk of injury increase. Injuries may range from minor sprains to more serious injuries. The safety and well being of students is a prime concern and attempts are made to manage as effectively as possible, the foreseeable risks inherent in field trip activity.

Original: Teacher Responsible

Copy: School

Colleen Norris
Manager of Human Resources and Policy Development



Field Trip/Excursion Information and Consent Form

Part 3 - Consent for "High Risk Activity(s)"

of Elementary/Secondary School.
(Print Student Name)

The above-noted student has expressed an interest in participating in the following High Risk activity(s)

This activity(s) has inherent risks that are, in some instances, low in frequency, but when injuries do occur, may be severe, therefore it is necessary for the parent or guardian to understand the risks involved. If you require more information as to the inherent risks of this activity(s), please contact the school.

It is important to note that accidents can result without any fault on either the part of the student, The Windsor-Essex Catholic District School Board or its employees, agents, or the facility/service provider.

Participation in the activity(s) means that you take responsibility for any accident that may occur. The Windsor-Essex Catholic District School Board does not provide any direct accidental death, disability, dismemberment, or medical expense insurance on behalf of students participating in the student activity(s).

Acknowledgement:

As parent/guardian of , I/We have read the above information and understand that with participation of my/our child in the above-noted activity(s), I/We are assuming the risks associated with doing so. By signing I/We also authorize our son/daughter to participate in this activity(s).

Signature of Parent(s) or Guardian(s): _____ Date: _____

Student Name (Please Print): _____ Class: _____