

**THE PROTESTANT SEPARATE SCHOOL BOARD  
OF THE TOWN OF PENETANGUISHENE  
POLICY MANUAL**

<b>POLICY TITLE:</b>	<b>SECTION/CODE:</b>
Student Field Trips and Excursions	School Operations D – 11

<b>APPROVAL DATE:</b>	<b>SUPERSEDES:</b>	<b>NUMBER OF PAGES:</b>	<b>REVIEW DATE:</b>
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**POLICY STATEMENT**

The Protestant Separate School Board of the Town of Penetanguishene (PSSBP) recognizes that there is significant educational value in properly organized and well-planned student field trips. Field trips are Board-approved educational experiences which enhance the school program and take place away from school property. These experiences should broaden the students' knowledge and enhance skills required within the curriculum expectations and may expand the opportunities within a co-curricular program.

**1. DEFINITIONS**

- 1.1 **Field Trip** - a field trip is an off-site excursion for students. Field trips enhance learning, are organized and supervised by staff members and require transportation.
- 1.2 **Athletic Trips** - extra-curricular team travel to sporting events or tournaments that are one day or more in duration (APPENDIX A).
- 1.3 **Community Walk** - school outings/walks to locations with close proximity to the school covered by the blanket annual permission form (FORM: 6).
- 1.4 **Day Trips** - single day travel, including community walks, with the purpose of enhancing curricular programming that does not exceed one day or require overnight accommodation (APPENDIX A).
- 1.5 **In Province/Overnight Travel** - travel within Ontario (including the National Capital Region), involving at least one overnight stay, with the purpose of enhancing curricular programming (APPENDIX B).
- 1.6 **National Travel (Outside Ontario)** - any travel outside the Province of Ontario with the purpose of enhancing curricular programming (APPENDIX C).
- 1.7 **High Risk Activity** - an activity involving exposing students to a higher possibility of injury, e.g. water activities and downhill skiing (APPENDIX D).
- 1.8 **Eligible Student** – a student who meets all academic, behavioural and prerequisite requirements and demonstrates the skill level required for participation in specific activities involved on a field trip.

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**GUIDELINES**

Trips/events arranged for students outside the school program are not the responsibility of the school or the PSSBP and shall be treated as community/personal activities (e.g. private events or sports excursions). Instructional time shall not be devoted to the preparation or planning of such events and no announcement or advertising shall be done in the school. Where groups have organized for such purposes, the school or Board will hold no responsibility for such events.

**2. ADMINISTRATIVE REGULATIONS**

- 2.1.1 All curricular field trips will relate directly to the expectations as stated in the appropriate Ontario Ministry of Education curriculum document.
- 2.1.2 Overnight field trips extending require the pre-approval of the Supervisory Officer (SO)
- 2.1.3 For field trips extending beyond three days, consideration must be given to extending the trip into a weekend or holiday to reduce the impact on instructional periods not related to the fieldtrip.
- 2.1.4 Field trips enhance school curriculum and co-curricular programs and the benefits to the participants outweigh the disadvantages of missing other aspects of the school program.
- 2.1.5 Field Trips and related administrative procedures must be reviewed annually with staff on an as-needs basis.
- 2.1.6 All field trips are appropriate to the age, maturity, experience, health, skill, physical abilities, emotional capabilities and exceptionalities of those students eligible to participate.
- 2.1.7 Appropriate preparation through the regular classroom program and/or other activities and follow-up activities are part of the field trip experience.
- 2.1.8 The adverse effect on program by the absence of their teacher(s) for non-participating students is minimized.
- 2.1.9 Preference for field trip destinations is given to locations in Ontario. National and international locations shall only be considered when it can be demonstrated that the objectives cannot be met in Ontario.
- 2.1.10 Safety, economy and comfort are considered when selecting an appropriate method of travel.
- 2.1.11 For all field trips, parents/guardians are informed, through a Standard Consent Form to be completed, of the dates, destination, student involvement, staff involvement, transportation arrangements, behavior expectations and financing details.
- 2.1.12 Staff planning field trips shall consult the Principal, resource staff, students and parents/guardians to ensure students requiring medical or other specialized supports are appropriately accommodated, as required.
- 2.1.13 Staff will not benefit financially, or through attainment of goods or services, from the organization or planning of field trips.

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- 2.1.14 Staff or volunteers supervising/chaperoning can accept a full or partial subsidy towards the cost of their trip.
- 2.1.15 Any adult who is going on the trip in a non-supervisory role is NOT to receive any subsidy.

**3. RESPONSIBILITIES**

- 3.1 The Supervisory Officer shall:
  - 3.1.1 support the implementation of Policy D-11 Student Field Trips and Excursions
  - 3.1.2 authorize field trips that are overnight field trips and that meet all field trip criteria; and,
  - 3.1.3 shorten, cancel or terminate a field trip if the activity cannot proceed safely.
- 3.2 The Principal shall:
  - 3.2.1 authorize field trips that are not overnight field trips that meet all field trip criteria;
  - 3.2.2 provide initial approval for overnight field trips and submit applications to the Supervisory Officer (SO) for any overnight trip.
  - 3.2.3 ensure staff organizing field trips exceeding three days have scheduled the trip over a weekend or holiday where practical to reduce the impact on instructional periods not related to this field trip;
  - 3.2.4 ensure that the field trip meets approval and supervision criteria (review all Ontario Physical Health Education Association (OPHEA) guidelines, waivers, contracts, and insurance policies) in consultation with the Supervisory Officer (SO)
    - 3.2.4.1 Principals do not have the authority to bind the Board;
    - 3.2.4.2 contracts and waivers must be sent to the Board to be signed by the Supervisory Officer
  - 3.2.5 encourage parent/guardian participation
  - 3.2.6 shorten, cancel or terminate a field trip, if the activity cannot proceed safely.
- 3.3 Staff shall:
  - 3.3.1 adhere to all field trip criteria;
  - 3.3.2 obtain Principal approval prior to communicating details to students/ parents/ guardians, including student responsibilities and expectations with regard to mode of transportation and activities;
  - 3.3.3 prepare appropriate documentation, including all permission forms, swim test results (if applicable) and submit to the Principal for review;
  - 3.3.4 ensure all forms are provided to and signed by the parent/guardian and are returned to the school before departure;
  - 3.3.5 ensure lists of participating students are left in the school office; and,
  - 3.3.6 ensure all participating students have the school name and telephone number on their person.

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3.4 Parent(s)/guardian(s) shall:

3.4.1 review documents and itinerary and give permission for their child to participate in field trips;

3.4.2 consider volunteering on field trips; and,

3.4.3 accrue the cost of returning the student home as a result of conduct deemed to be injurious to their welfare or the moral tone of the group.

**4. APPROVALS**

4.1 As per 3.4.4 and 3.4.5 the Principal will authorize field trips that are not overnight field trips that meet all field trip criteria and;

4.2 Provide initial approval for overnight field trips and submit applications to the Supervisory Officer (SO) for any overnight trip.

4.3 As per 3.1.2 The Supervisory Officer will authorize field trips that are overnight field trips and that meet all field trip criteria and:

4.4 Make a recommendation to the Board for approval of the overnight trip

**5. FINANCING**

5.1 Schools may undertake fundraising activities to support field trips subject to Board policy D-4 Fundraising

5.2 All students have the right to attend field trips, and financial hardship will not be a deterrent to participation

**6. RISK MANAGEMENT**

When considering High Risk Activities, the Supervisory Officer shall be consulted prior to the commencement of planning, regardless of the duration of the field trip.

Principals shall ensure that all safety guideline requirements prescribed by the Board and outlined by the Ontario Physical Education Safety Guidelines (OPHEA) are known and implemented when planning high risk activities.

The PSSBP reserves the right to cancel trips in the event of a sudden unstable political environment, threat of war or terrorism, natural disaster or any other dangerous condition.

**6.1 General Information**

6.1.1 Students may not travel in 10 plus seat passenger vans.

6.1.2 The teacher is responsible for creating a list of students and supervisors for field trips:

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- 6.1.2.1 A copy of this list shall be given to the school office;
- 6.1.2.2 The other copy shall be in the possession of the teacher in charge of the trip.
  - 6.1.2.2.1 For trips that extend outside of the school day, the list must include: Student's name, emergency contact and pertinent medical information
  - 6.1.2.2.2 For trips that are within the school day, the list must include: student names and pertinent medical information

6.1.3 Where more than one bus or vehicle is used to transport the participants:

- 6.1.3.1 the person in charge of each bus shall have a list of students assigned to the bus or vehicle;
- 6.1.3.2 the school office shall retain a copy of each list.

6.1.4 Students must travel on the bus or vehicle to which they have been assigned.

6.1.5 When lodged in overnight accommodations, the teacher(s) in charge shall review with the participants, the evacuation plans and procedures to be followed in case of fire or other emergencies.

6.1.6 In the event of school bus cancellations due to inclement weather, day trips will be cancelled,

6.1.7 For school excursions, students must have the school name and telephone number on their person. Best practice would be using student excursion wrist bands.

6.1.8 Students requiring medical attention within Ontario, not carrying a health card, will be billed directly through the Ministry of Health. For students requiring medical attention outside Ontario, the Ministry of Health covers only a minimal daily fee; extended health coverage is required for such field trips.

6.1.9 When creating room assignments: medical requirements, safety plans, mental health needs, gender identity, and religious and cultural identities, where known, shall be accommodated.

6.1.10 Staff must use diligence in keeping student personal information secure and confidential.

6.1.11 If injuries occur on field trips or at athletic team events, staff shall follow the procedures outlined in Board Policy D-21 Accidents and Injuries.

## **6.2 High Risk Activities**

A high risk activity is defined as an activity where the presence of hazards results in a higher probability of an injury occurring; there is limited control over the risks that are present.

APPENDIX D - High Risk Activities indicates which high risk field trip activities are permitted (by grade level). OPHEA standards for any physical activity will be

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considered when approving these high risk activities. High risk activities not listed, and those identified as requiring additional attention (APPENDIX D), should be vetted and approved by the Supervisory Officer.

- 6.2.1 Water Activities – any activities on, or in water, require a higher level of scrutiny. Refer to APPENDIX D - Water Activities.
- 6.2.2 If a lifeguard is required and not provided by the venue then a National Lifeguard Society (NLS) certified lifeguard must be engaged to participate as a trip supervisor.

**6.3 Approved Field Trip Vendors**

Field trips must meet pre-approval requirements:

- 6.3.1 National/International travel must involve a travel and tour operator unless an exception has been processed through the supervisory office
- 6.3.2 Refer to policy C-1 Purchasing and Procurement procedures to ensure compliance with Board purchasing procedures.

**7. STUDENT CONDUCT**

Field trips are extensions of the school program. Students are responsible to the staff in charge and are required to conduct themselves according to the Code of Conduct and to Board policy and procedure. Students shall adhere to the laws of Ontario, Canada and the laws of any international locations where they travel.

- 7.1 Staff in charge shall outline student responsibilities and expectations with regard to the mode of transportation and activities.
- 7.2 Where a student's conduct on a field trip is determined to be injurious to their welfare and/or to the welfare or moral tone of the group, arrangements may be made for their immediate and safe return to the school or student's home. In such cases, parents/guardians shall be notified of the travel arrangements and that costs accrued for the return of the student is their responsibility. This must be communicated as part of the initial field trip package.
- 7.3 Misconduct during a field trip may result in further consequences upon the student's return.

**8. STUDENT PARTICIPATION**

- 8.1 Because field trips support and enhance curriculum, it is expected that students participate. In cases where circumstances warrant that a student is not able to participate, the Principal will ensure that an appropriate instructional program is

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provided at the school.

- 8.2 No eligible student will be excluded from a field trip due to extenuating financial circumstances. In such cases, the Principal shall attempt to arrange alternative financial support through other available sources.
  
- 8.3 All students will be given the opportunity to go on field trips. A student whose pattern of behavior is such that their participation may pose unreasonable risk to the safety and enjoyment of the activity for themselves and/or the other participants (in keeping with the Safe Schools, Special Education and Board progressive discipline practices) may be excluded from a field trip.
  - 8.3.1 The Principal must consult with their Supervisory Officer prior to considering the exclusion of any student.
  - 8.3.2 A decision to exclude a student shall be confirmed in writing with the reasons stated after meeting with the parents/guardians and student. Any student excluded from a field trip will be provided with an alternate program.

**9. CONSENT**

- 9.1 Consent is required for any event requiring departure from school grounds. Community walks require only blanket consent at the beginning of each year.
  
- 9.2 For all field trips involving high risk activities, a High Risk Consent Form (Form: 4) shall be signed by the student or parent/guardian of a student under 18 years of age. The purpose of this form is to ensure parents/guardians are aware of identified potential areas of risk for injury to students.
  
- 9.3 All athletic events require that parents/guardians complete, sign and return the Club/Athletic Consent/Blanket Permission Form (Form: 7) distributed in September of each year acknowledging awareness of elements of risk.
  
- 9.4 All volunteer drivers must complete a Volunteer Transportation Authorization (Form: 3) Students or parents/guardians of a student must sign a consent for a volunteer driver to transport the student. See Standard Consent form (Form: 5)

**10. SUPERVISION**

- 10.1 All field trips shall be supervised by at least one teacher employed by the Board
  
- 10.2 In consultation with the Supervisory Officer, the Principal/Vice-Principal shall determine the level of supervision required based on the needs of the students and the nature of the trip.



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The following ratios are suggested guidelines for supervision:

- 11.2.1.1 JK/SK 1:8;
- 11.2.1.2 Primary Division 1:10;
- 11.2.1.3 Junior Division 1:15;
- 11.2.1.4 Intermediate Division 1:30

- 10.3 Supervision on a Board approved field trip will be determined in the following priority:
  - 10.3.1 the organizing teacher(s) (no cost);
  - 10.3.2 other teacher(s) who played a role in the organization of the trip (no cost);
  - 10.3.3 administrator(s) and other classroom teacher(s) (no cost);
  - 10.3.4 non-classroom teacher(s) (no cost);
  - 10.3.5 a school volunteer(s) required as a chaperone (no cost).
- 10.4 On all overnight field trips, adult supervision shall be provided on the basis of one adult per fifteen students or one adult per group if smaller groups are necessary. Supervision will be provided with appropriate representation from each gender.
- 10.5 The School Board reserves the right to cancel an event at any time if supervision or safety requirements cannot be met.
- 10.6 Contingency plans should be in place to provide supervision for students who may be injured, become ill or experience travel changes/delays related to national or international travel.

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**APPENDIX A - DAY TRIPS**

Day Trips (including community walks) – single day travel with the purpose of enhancing curricular programming that does not exceed one day.

**Approvals**

The Principal / Vice - Principal are authorized to approve non high risk field trips within Ontario.

<b>TEACHER / COACH RESPONSIBILITY CHECKLIST</b>	
(A copy is to be submitted to the Principal / Vice-Principal for each excursion)	
<b>Planning requirement outlines in this APM have been met including:</b>	
1. One day field trip enhances the curricular program and benefits to the participants outweigh the disadvantages of missing other aspects of their school program.	<input type="checkbox"/>
2. Field trip procedures have been reviewed for all staff supervising/chaperoning	<input type="checkbox"/>
3. Field trip is an extension of the school program and as such there are curriculum related learning expectations leading up to and/ or following the trip.	<input type="checkbox"/>
4. Field trip/activity is appropriate for the level of maturity and experience of the students involved.	<input type="checkbox"/>
5. All students have the opportunity to attend regardless of financial status, special needs, medical issues etc.	<input type="checkbox"/>
6. For all field trips, parents/ guardians are informed, in writing of the dates, destination, student involvement, staff involvement, transportation arrangements, behavior expectations and financing details.	<input type="checkbox"/>
7. All relevant consent and permission forms have been collected.	<input type="checkbox"/>
8. An alternate learning plan is in place for students not attending the field trip to ensure they will not be adversely affected.	<input type="checkbox"/>
9. Student medical needs have been considered, including the dispensing of any required medication. Staff will carry copies of Student Emergency Medical forms and Medical Response Plans are required, in order to accommodate students with medical needs.	<input type="checkbox"/>

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<b>TEACHER / COACH RESPONSIBILITY CHECKLIST (Continued)</b> (A copy is to be submitted to the Principal / Vice-Principal for each excursion)	
<b>Planning requirement outlines in this APM have been met including:</b>	
10. Supervision ratios are being met.	<input type="checkbox"/>
11. OPHEA guidelines have been reviewed and are being considered.	<input type="checkbox"/>
12. Student safety plans and Individualized Education Programs (IEP's) have been reviewed and appropriate accommodations have been included in the field trip plan in order to support students with special needs, as required.	<input type="checkbox"/>
13. K-3 students and grades 4-6 students when appropriate, have the school name and telephone number on their person.	<input type="checkbox"/>
14. A copy of the list of participating students will be left in the office.	<input type="checkbox"/>
15. Arrangements have been made to cover missed teaching and supervision duties. Supervisions Duty Coverage: Who: _____ Where: _____ Time: _____ Classroom teacher Coverage: Who: _____ Where: _____ Time: _____	<input type="checkbox"/>
16. Volunteer drivers have completed a Volunteer Transportation Form	<input type="checkbox"/>

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**APPENDIX B - IN PROVINCE / OVERNIGHT TRAVEL**

Travel within Ontario (including the National Capital Region), involving at least one overnight stay, with the purpose of enhancing curricular programming.

**Approvals**

All overnight field trips within Ontario and the National Capital Region are subject to the final approval of the Board in addition to the Principal's approval. Board approval must be sought and given prior to any sharing of information to students or parents/guardians.

The Principal shall submit requests for trip approval to the Supervisory Officer at **least three months** prior to the proposed trip.

***Please see Teacher Responsibility Checklist on page 13***

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**APPENDIX B - IN PROVINCE / OVERNIGHT TRAVEL**

<b>TEACHER RESPONSIBILTY CHECKLIST</b> (A copy to be presented to the Principal and included in the approval package to the Board.) <b>Planning requirements outlined have been met including:</b>	
1. In province/overnight travel field trip enhances the curricular and/or extra-curricular program and benefits to the participants outweigh the disadvantages of missing other aspects of their school program.	<input type="checkbox"/>
2. Field trip procedures have been reviewed for all staff supervising/chaperoning.	<input type="checkbox"/>
3. Field trip is an extension of the school program and as such there are curriculum related learning expectations leading up to and/or following the trip.	<input type="checkbox"/>
4. Field trip/activity is appropriate for the level of maturity and experience of the students involved.	<input type="checkbox"/>
5. All students have the opportunity to attend regardless of financial status, special needs, medical issues, etc.	<input type="checkbox"/>
6. For all overnight field trips, approval was received from the Board through the Supervisory Officer prior to information sharing with students and parents/guardians.	<input type="checkbox"/>
7. For all field trips, parents/guardians are informed, in writing, of the dates, destination, student involvement, staff involvement, transportation arrangements, behavior expectations and financing details.	<input type="checkbox"/>
8. All relevant consent and permission forms will be collected (e.g. high risk activities, travelling with volunteer drivers).	<input type="checkbox"/>
9. Parents/guardians and have been advised of the option for student accident insurance coverage, though not mandatory in Ontario.	<input type="checkbox"/>
10. An alternate learning plan is in place for students not attending the field trip to ensure they will not be adversely affected.	<input type="checkbox"/>
11. Student medical needs have been considered, including the dispensing of any required medication. Staff will carry copies of Student Emergency Medical forms in order to accommodate students with medical needs.	<input type="checkbox"/>
12. Staff will not benefit inappropriately from the organization or planning of this trip.	<input type="checkbox"/>

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**APPENDIX B - IN PROVINCENCE / OVERNIGHT TRAVEL**

<b>TEACHER RESPONSIBILITY CHECKLIST CONTINUED</b>	
13. Safety, economy and comfort have been considered prior to selecting an appropriate method of travel.	<input type="checkbox"/>
14. Supervision ratios are being met.	<input type="checkbox"/>
15. Gender distribution has been taken into account when selecting supervisors.	<input type="checkbox"/>
16. Medical requirements, safety plans, mental health and well-being needs, gender identity or sexual orientation and religious and cultural identities were taken into account when creating room assignments.	<input type="checkbox"/>
17. OPHEA guidelines have been reviewed and are being considered.	<input type="checkbox"/>
18. Student safety plans and IEPs have been reviewed and appropriate accommodations have been included in the field trip plan in order to support students with special needs, as required.	<input type="checkbox"/>
19. Emergency contact and medical information for each student participant is available to staff supervisors.	<input type="checkbox"/>
20. Students have emergency telephone number on their person.	<input type="checkbox"/>
21. A copy of the list of participating students will be left in the office.	<input type="checkbox"/>
22. Arrangements have been made to cover missed teaching and supervision duties. Supervision Duty Coverage: Who: _____ Where: _____ Time: _____ Who: _____ Where: _____ Time: _____ Who: _____ Where: _____ Time: _____ Classroom Teacher Coverage: Who: _____ Where: _____ Time: _____	<input type="checkbox"/>
23. If applicable, water activity procedures are adhered to.	<input type="checkbox"/>
24. Contingency plans for transportation in the event of inclement weather will be made, if applicable.	<input type="checkbox"/>

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**APPENDIX C - EXTRA CURRICULAR TRIPS OUTSIDE OF ONTARIO**

Extra-curricular group or team travel to festivals, competitions, workshops or tournaments.

This procedure outlines the responsibilities associated with overnight extra-curricular trips for the purpose of participating in invitational festivals, competitions, workshops or tournaments. These trips exceed one day and are completed within seven days.

**Approvals**

Extra-curricular trips to destinations outside Ontario are subject to the final approval of the Board in addition to the Principal's approval and the recommendation of the Supervisory Officer. Principals shall submit requests for trip approval three to nine months prior to the proposed trip. The time period may be waived when the trip is a direct result of participation in a competition which leads to further participation.

<b>TEACHER / ORGANIZER / COACH RESPONSIBILITY CHECKLIST</b> (A copy to be presented to the Principal and included in the approval package to the Board.) <b>Planning requirements outlined have been met including:</b>		
1. Field trip enhances the extra-curricular program and benefits to the participants outweigh the disadvantages of missing other aspects of their school program.		<input type="checkbox"/>
2. Field trip procedures have been reviewed by all staff attending.		<input type="checkbox"/>
3. Field trip/activity is appropriate for the level of maturity and experience of the students involved.		<input type="checkbox"/>
4. All student members of the team/group have the opportunity to attend regardless of financial status, special needs, medical issues, etc.		<input type="checkbox"/>
5. For all out of province field trips, preliminary approval was received from the Board prior to information sharing with students and parents/guardians		<input type="checkbox"/>
6. Parents/guardians and students have been informed, in writing, of the dates, itinerary, student involvement, staff involvement and supervision arrangements.		<input type="checkbox"/>
7. All relevant consent and permission forms have been collected		<input type="checkbox"/>
8. Parents/guardians of students taking part in field trips outside Ontario have been advised that student accident insurance or extended health is required to participate.		<input type="checkbox"/>
9. Parents/guardians of students taking part in trips outside Ontario have been advised that cancellation insurance is mandatory for field trips outside of Ontario and can be purchased through most travel providers.		<input type="checkbox"/>
10. Student medical needs will be considered, including the dispensing of any required medication. Staff will carry copies of Student Emergency Medical form and Medical Response Plans as required, in order to accommodate students with medical needs.		<input type="checkbox"/>
11. Staff will not benefit inappropriately from the organization or planning of this trip.		<input type="checkbox"/>

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12. Safety, economy and comfort have been considered prior to selecting an appropriate method of travel.	<input type="checkbox"/>
13. Supervision ratios are being met.	<input type="checkbox"/>
14. Gender distribution was taken into account when selecting supervisors.	<input type="checkbox"/>
15. Medical requirements, safety plans, mental health and well-being needs, gender identity or sexual orientation and religious and cultural identities were taken into account when creating room assignments	<input type="checkbox"/>
16. OPHEA guidelines have been reviewed and are being considered.	<input type="checkbox"/>
17. Emergency contact and medical information for each student participant is available to staff supervisors.	<input type="checkbox"/>
18. Students have an emergency telephone number on their person.	<input type="checkbox"/>
19. School staff not attending the field trip will be advised of participating staff and students' absence.	<input type="checkbox"/>
20. A copy of the list of participating students will be left in the office.	<input type="checkbox"/>
21. Arrangements have been made to cover missed teaching and supervision duties.  Who: _____ Where: _____ Time: _____ Who: _____ Where: _____ Time: _____ Who: _____ Where: _____ Time: _____ Classroom Teacher Coverage: Who: _____ Where: _____ Time: _____	<input type="checkbox"/>
22. Contingency plans for transportation in the event of inclement weather have been made, if applicable.	<input type="checkbox"/>



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**APPENDIX D - HIGH RISK ACTIVITIES**

A high risk activity is defined as an activity where the presence of hazards result in a higher probability of an injury occurring; there is limited control over the risks that are present.

The chart below indicates whether certain field trip activities are permitted (by grade level). OPHEA is the minimum standard for any physical activity and has been considered when approving the high risk activities.

Where helmets are mandatory, they must be worn by all participants, students, staff and volunteers.

***OPHEA guidelines must be reviewed and discussed. If the high risk activity is not on the chart, contact the Supervisory Officer for approval.***

ACTIVITY	GRADES JK-3	GRADES 4,5,6	GRADES 7 and 8
Acrobatic Cheerleading	N	N	N
Amusement Parks	N	N	★
Archery	N	Y	Y
Biking • helmet mandatory	Y	Y	Y
Blindfolding - Moving Students (excluding goal ball)	N	N	N
Boat Travel - see Water Activities			
Bungee Jumping	N	N	N
Camping – wilderness	N	N	N
Camping – winter tent	N	N	Y Base Camp
Camping – residential camps	N	Y	Y
Camping – base camp (e.g. Provincial Park)	N	N	Y
Canoeing – see Water Activities			
Canoeing – see Water Activities			
Caving – wilderness tripping	N	N	Y Day Trips
Caving – public areas (e.g. Rockwood, Collingwood)	Y	Y	Y
Cliff Rappelling	N	N	N
Diving – see Water Activities	N	N	Y
Fires/Campfires – see Health & Safety Procedure O4-06	★	★	★
Firing Ranges	N	N	N
Flying – commercial airline	N	N	Y

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ACTIVITY	GRADES JK-3	GRADES 4,5,6	GRADES 7 and 8
Gymnastics <ul style="list-style-type: none"> <li>• accredited clubs with trained supervisors only</li> </ul> in-ground trampoline only for students, where trampoline is level with the floor	Y	Y	Y
Hang Gliding	N	N	N
Hockey – ice <ul style="list-style-type: none"> <li>• full equipment, including full face mask and mouth guard</li> </ul>	N	N	Y
Horseback Riding <ul style="list-style-type: none"> <li>• guided only</li> <li>• no jumping</li> <li>• helmets mandatory</li> </ul>	N	Y No trail riding	Y
Horseback Riding – therapeutic <ul style="list-style-type: none"> <li>• arena riding only</li> </ul>	Y	Y	Y
Hot Air Balloon Rides	N	N	N
Kayaking – see Water Activities			
Martial Arts <ul style="list-style-type: none"> <li>• self-defence only</li> <li>• qualified instructors</li> </ul>	N	Y	Y
Para-Sailing, Parachuting	N	N	N
Rafting – see Water Activities			
Rock Climbing Walls <ul style="list-style-type: none"> <li>• helmets mandatory</li> <li>• accredited supervisors only</li> </ul>	Y 8' max.	Y No students belaying other students	Y
Rock Climbing - outdoors	N	N	N
Ropes – high <ul style="list-style-type: none"> <li>• helmet and harness mandatory</li> <li>• accredited supervisors only</li> </ul>	N	Y No students belaying other students	Y
Ropes – low	Y	Y	Y
Sailing - see Water Activities			
Scuba Diving Instruction - see Water Activities			
Skating – ice <ul style="list-style-type: none"> <li>• CSA approved hockey helmet required</li> </ul>	Y	Y	Y
Skating – inline helmets and protective equipment required	N	N	Y

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ACTIVITY	GRADES JK-3	GRADES 4,5,6	GRADES 7 and 8
Skiing – downhill <ul style="list-style-type: none"> <li>• helmets mandatory</li> <li>• Ontario Snow Resorts Association (OSRA) member resorts only</li> </ul>	N	Y	Y
Skydiving	N	N	N
Snorkelling – see Water Activities			
Snow Boarding <ul style="list-style-type: none"> <li>• helmet mandatory</li> </ul>	N	Y	Y
Snow Tubing – commercial sites	N	Y	Y
Splash Pads – see Water Activities			
Swimming – see Water Activities			
Tobogganing (snow sliding)	Y	Y	Y
Track and Field	N	Y	Y
Tubing (white water) – see Water Activities			
Water Parks see Water Activities			
Zip Lining	N	Y	Y

WATER ACTIVITY	GRADES JK-3	GRADES 4,5,6	GRADES 7 and 8
Boat Travel <ul style="list-style-type: none"> <li>• ferry, river rides, tour boats, etc.</li> </ul>	N	★	★
Canoeing	N	Y	Y
Canoeing Tripping	N	N	N
Canoeing – white water	N	N	N
Diving – springboard only <ul style="list-style-type: none"> <li>• 2m or less</li> </ul>	N	N	Y
Dragon Boat	N	N	★
Kayaking – flat water	N	Y No Spray Skirts Supervised Camps only	Y
Paddle Rafting	N	N	N
Rafting – white water	N	N	N
Rowing	N	N	Y
Sailing	N	N	N

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Scuba Diving Instruction	N	N	N
Snorkelling	N	N	★
Splash Pads – water must fully drain	Y	Y	Y
Swimming – hotel pools <ul style="list-style-type: none"> <li>• with certified lifeguard (NLS)</li> <li>• teacher must supervise students</li> </ul>	N	Y	Y
Swimming – public pools <ul style="list-style-type: none"> <li>• with certified lifeguard (NLS)</li> </ul>	Y Lessons only	Y	Y
Swimming – residential pools	N	N	N
Swimming – camp/campsite <ul style="list-style-type: none"> <li>• with certified lifeguard (NLS)</li> </ul>	N	Y	Y
Water Polo	N	Y	Y
Windsurfing	N	N	N
Tubing – white water	N	N	N
Water Parks	N	N	N

**OPHEA guidelines must be reviewed and considered.  
If the high risk activity is not on the chart, contact the Supervisory Officer.**

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**FORM 1: OVERNIGHT / NATIONAL FIELD TRIP CONSENT**

1. **SCHOOL:** \_\_\_\_\_

2. **FIELD TRIP:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

3. **TEACHER(S) IN CHARGE:** *(please print)* \_\_\_\_\_

4. **STUDENT:** \_\_\_\_\_  
Surname First Name Middle Name

5. **GUARDIAN(S):** *(please print)* \_\_\_\_\_

6. **ADDRESS:** \_\_\_\_\_

7. **PHONE:** \_\_\_\_\_  
Daytime Phone Home Phone Work Phone

8. **EMERGENCY PHONE:** *(other than above)* \_\_\_\_\_

**9. STUDENT'S MEDICAL INFORMATION:**

a) Does the student have any medical problems that might affect participation in this field trip?  Yes  No

Provide details: \_\_\_\_\_

b) Does the student require medication or treatment?  Yes  No

If so, state medication, dosage and frequency: \_\_\_\_\_

c) Any other comments re: health and medical: \_\_\_\_\_

10. **HEALTH INSURER:** \_\_\_\_\_ **POLICY #:** \_\_\_\_\_

11. **CANCELLATION INSURER:** \_\_\_\_\_ **POLICY #:** \_\_\_\_\_

12. **ONTARIO HEALTH CARD:** Will the student be carrying his/her own Ontario Health Card?  Yes  No

13. While field trips are supervised by teaching staff, they involve activities beyond those of normal school programs. It is essential that parent/guardians counsel their children on the necessity for extra care and cooperation.

14. I understand that if (student name) \_\_\_\_\_'s conduct is injurious to the safety or moral code of the group, I will be contacted and (student name) \_\_\_\_\_ may, at the discretion of the supervising teacher(s), be returned home under supervision at my expense.

15. **PARENT/GUARDIAN PERMISSION:** I  permit  do not permit my son/ daughter to participate in this trip.

**16. SIGNATURES:**

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Signature of Parent/Guardian  
(if student is under 18)

\_\_\_\_\_  
Date

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**FORM 2: REQUEST FOR APPROVAL OF AN OVERNIGHT ONTARIO OR NATIONAL TRIP**

**PRELIMINARY APPROVAL**

**FINAL APPROVAL**

1. **TRIP LOCATION:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

2. **TEACHER(S) IN CHARGE:** *(please print)* \_\_\_\_\_

3. **STUDENTS INVOLVED:** Grade(s): \_\_\_\_\_ Courses: \_\_\_\_\_

Number Eligible: F \_\_\_ M \_\_\_ Total: \_\_\_ Number Participating: F \_\_\_ M \_\_\_ Total: \_\_\_

4. **FUNDING:** (Detailed Budget Including Cost of Meals and Accommodations Attached) Yes No

Total Cost of Trip: \_\_\_\_\_ Cost Per Student: \_\_\_\_\_

Funding Source(s): *(please print)* \_\_\_\_\_

5. **SUPERVISION:** Number of Female Staff: \_\_\_\_\_ Number of Male Staff: \_\_\_\_\_  
Other Adult Supervisor(s): F \_\_\_ M \_\_\_ Total: \_\_\_ Number Participating: F \_\_\_ M \_\_\_ Total: \_\_\_

6. \_\_\_\_\_

7. **TRANSPORTATION:** Method: \_\_\_\_\_

8. **TRAVEL AND TOUR VENDOR(S):** *(examples)*

Adventure Learning	Brightspark	Chapman Tours	EF Educational Tours Canada
Evolve Tours	Georgian Hardy Tours	Me to We Trips Inc.	MacDonald Tours
Perspectives Eduscho	Student Travel Society	Other	Tour Vendor: _____

9. **PROPOSED ITINERARY:** (attached) Yes  No

\_\_\_\_\_  
**Principal's Name**

\_\_\_\_\_  
**Principal's Signature**

\_\_\_\_\_  
**Date**

10. **BOARD DECISION:**

**APPROVED**  **NOT APPROVED**

Rationale \_\_\_\_\_

\_\_\_\_\_  
**Supervisory Officer's Name**

\_\_\_\_\_  
**Supervisory Officer's Signature**

\_\_\_\_\_  
**Date**

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**FORM 3: VOLUNTEER TRANSPORTATION AUTHORIZATION (TO BE COMPLETED BY EACH VOLUNTEER DRIVER)**

I WILL NOT BE TRANSPORTING ANY OTHER STUDENTS FROM ANY SCHOOL ACTIVITY. _____		
NAME OF DRIVER: _____		
Surname	First Name	
ADDRESS: _____		
Street	City/Town	Postal Code
PHONE: _____		
Home	Cell	Work
VEHICLE: _____		
Type	Make	Model
REGISTERED OWNER: License Plate Number _____		Manufacturer's Seating Capacity _____
Same as above <input type="checkbox"/>		or _____
		(please print)
DRIVER IS OVER 21 YEARS OF AGE? <input type="checkbox"/> Yes <input type="checkbox"/> No		Class of License (minimum G) _____
<p>I will act as a volunteer driver, using the vehicle described above, for the Protestant Separate School Board of the Town of Penetanguishene (PSSBP). I have a valid driver's license, minimum automobile liability insurance coverage of \$1,000,000 and the above vehicle is mechanically fit, equipped with working seatbelts for all passengers.</p> <p>I will provide the Board with prompt written notice with all available particulars, of any accident/injury arising out of the use of this licensed automobile during transportation of students to and from activities that are part of the school program. I will provide a Criminal Background Check and Vulnerable Sector Screening (CBC/VSS). I am aware that children under 12 years of age should not be permitted to ride in the front seat if the vehicle is equipped with passenger-side airbags.</p> <p><b>NOTE:</b> The Board's insurer provides third party liability coverage which would come into effect if the primary automobile liability insurance on the vehicle above was exhausted. The PSSBP requires CBC/VSS every 5 years; however, Offence Declarations for Volunteers must be completed on an annual basis.</p>		
Signature of Driver _____		Date _____
I give permission to the above named driver to use my vehicle for transportation of students to and from activities that are part of the school program. My vehicle has the minimum insurance coverage noted above, is mechanically fit and there are seat belts in working condition for all passengers.		
Signature of Vehicle Owner _____		Date _____

\_\_\_\_\_  
Signature of Principal or Designate

\_\_\_\_\_  
Date

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**FORM 4: HIGH RISK CONSENT**

**THIS FORM MUST BE READ AND SIGNED BY THE PARENT/GUARDIAN OF A PARTICIPATING STUDENT**

**ELEMENTS OF RISK:**

Educational activity programs, such as \_\_\_\_\_ involve certain elements of risk. Injuries may occur while participating in these activities. The following includes, but is not limited to, the types of injury which may result from participating in:

- |   |                                       |   |
|---|---------------------------------------|---|
| <input type="checkbox"/> Bruises          | <input type="checkbox"/> Cuts/Scrapes | <input type="checkbox"/> Insect/Bug Bites |
| <input type="checkbox"/> Breaks/Fractures | <input type="checkbox"/> Dehydration  | <input type="checkbox"/> Sprains/Strains  |
| <input type="checkbox"/> Concussion       | <input type="checkbox"/> Frostbite    | <input type="checkbox"/> Sun Exposure     |

Other: \_\_\_\_\_

The risk of sustaining these types of injuries result from the nature of the activity and can occur without any fault of either the student, or the School Board, its' employees/agents or the facility where the activity is taking place. By choosing to take part in this activity, you are accepting the risk that you/your child may be injured.

The chance of an injury occurring can be reduced by carefully following instructions at all times while engaged in the activity.

If you or the student choose to participate in (activity) \_\_\_\_\_ on (date) \_\_\_\_\_, you or the student must understand that you bear the responsibility for any injury that might occur.

The Protestant Separate School Board of the Town of Penetanguishene does not provide accidental death, disability, dismemberment or medical expense insurance on behalf of the students participating in this activity.

**PARENT/GUARDIAN ACKNOWLEDGEMENT FORM:**

**I/WE HAVE READ THE ABOVE. I/WE UNDERSTAND THAT IN PARTICIPATING IN THE ACTIVITY DESCRIBED ABOVE, I/ WE ARE ASSUMING THE RISKS ASSOCIATED WITH DOING SO.**

I/We give \_\_\_\_\_ permission to participate in the  
Student Name

\_\_\_\_\_ to be held on \_\_\_\_\_  
Description of Activity Date

**Signatures of Parent/Guardian or Student if over 18**

**Date**



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**FORM 5: STANDARD CONSENT**

1. **DESTINATION:** \_\_\_\_\_
2. **DATE OF TRIP:** \_\_\_\_\_
3. **LINK TO CURRICULUM:** \_\_\_\_\_
4. **GRADE/GROUP:** \_\_\_\_\_ **TEACHER(S) IN CHARGE:** \_\_\_\_\_
5. **DEPARTURE TIME FROM SCHOOL:** \_\_\_\_\_
6. **ARRIVAL TIME AT SCHOOL:** \_\_\_\_\_
7. **TRANSPORTATION:** (Method) \_\_\_\_\_ **COST PER STUDENT:** \_\_\_\_\_
8. **ADDITIONAL INFORMATION (e.g. Special Skills /Equipment) :** \_\_\_\_\_



**PLEASE DETACH AND RETURN ACKNOWLEDGEMENT FORM TO THE SCHOOL BY:**

**STUDENT AND PARENT/GUARDIAN ACKNOWLEDGEMENT FORM**

While trips are supervised by the teaching staff, they involve activities beyond those of normal school programs. It is essential that parents/guardians counsel their children on the necessity for extra care and co-operation.

Please discuss with your student the importance of representing *(school)* \_\_\_\_\_

**STUDENT PERMISSION:**

**STUDENT NAME:** \_\_\_\_\_

**CLASSROOM TEACHER:** \_\_\_\_\_

My child, has my permission to participate in the trip to:

\_\_\_\_\_ (Destination)

on

\_\_\_\_\_ (Date of Trip)

\$ \_\_\_\_\_

(Payment Enclosed)

cheque cash  
(Method of Payment)

**Signature of Parent/Guardian**

**Date**

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**VOLUNTEER INFORMATION:**

I (Volunteer Name) \_\_\_\_\_ am available to volunteer for this trip – I am an approved volunteer.

If volunteers are required, they will be contacted by a School representative.

**CONSENT FOR A VOLUNTEER DRIVER TO TRANSPORT (IF APPLICABLE):**

I grant permission for my child, \_\_\_\_\_ to be transported by a volunteer driver (parent/guardian or other adult) approved by the Principal or Designate. Volunteer drivers are over the age of 21, have a valid driver's license, have provided a criminal record check and are adequately insured.

**Signature of  
Parent/Guardian:**

**Date:**

This information is gathered under authority of the Education Act R.S.O. 1990, c.E.2, part VI s.190 (2), in accordance with the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56. Information shall be used to arrange activities that are part of school program. Questions regarding information collected in this form may be directed to the school Principal.

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**FORM 6: CLUB / EXTRA-CURRICULAR CONSENT / BLANKET PERMISSION**

**(TO BE COMPLETED FOR EACH SCHOOL YEAR)**

This form is to be completed on behalf of a student who MAY participate in extra-curricular activities. This will be collected the first time a student participates in an extra-curricular activity for a school year.

**ALL CLUBS /SPORTS** \_\_\_\_\_

**SCHOOL YEAR:** \_\_\_\_\_

**PERSONAL INFORMATION:**

1. **STUDENT:** \_\_\_\_\_  

Surname
First Name
Middle Name
2. **ADDRESS:** \_\_\_\_\_
3. **ONTARIO HEALTH CARD:** *(optional)* \_\_\_\_\_
4. **PARENT/GUARDIAN:** *(please print)* \_\_\_\_\_
5. **PHONE:** \_\_\_\_\_  

Daytime Phone
Home Phone
Work Phone
6. **STUDENT'S PHYSICIAN:** *(please print)* \_\_\_\_\_ **PHONE:** \_\_\_\_\_
7. **EMERGENCY CONTACT NAME:** *(please print)* \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**MEDICAL INFORMATION:** The medical information collected on this form will be used only for the purposes of insuring student safety while participating. This information will remain confidential at all times.

1. Does the student have any medical conditions(s) school staff should be aware of? Yes      No  
*If yes, please list:* \_\_\_\_\_
2. Has the student ever sustained a concussion? Yes      No  
*If yes, please list date(s):* \_\_\_\_\_
3. I realize that it is my responsibility to inform the school in writing should my child receive a concussion after the completion of this form.
4. Does the student have any allergies and/or asthma? Yes      No  
*If yes, please list medications:* \_\_\_\_\_
5. Does the student take any prescription drugs that would impact the performance required for athletic participation? Yes      No  
*If yes, state medication, dosage and frequency:* \_\_\_\_\_
6. Does the student wear eyeglasses? Yes      No
7. Does the student wear contact lens? Yes      No

***Should your son/daughter/ward sustain an injury or contact and illness requiring medical attention during the competitive season, please notify the coach to discuss participation.***

**THE PROTESTANT SEPARATE SCHOOL BOARD  
OF THE TOWN OF PENETANGUISHENE  
POLICY MANUAL**

**POLICY TITLE:**

**SECTION/CODE:**

**Student Field Trips and Excursions**

**School Operations D – 11**

**APPROVAL DATE:**

**SUPERSEDES:**

**NUMBER OF PAGES:**

**REVIEW DATE:**

**November 12, 2018**

**May 14, 2012**

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**FORM 7: CLUB / ATHLETIC CONSENT / BLANKET PERMISSION**

**SCHOOL ACCIDENT INSURANCE NOTICE:**

The PSSB does not provide any accidental death, disability, dismemberment/medical/dental expense insurance on behalf of the students participating in this activity. Student accident insurance may be purchased/provided through a personal insurance carrier or workplace plan.

**STUDENT CODE OF CONDUCT IN EXTRA-CURRICULAR ACITIVITIES:**

**Athlete's Code of Conduct**

- Play fairly at all times
- Obey the rules of the game and accept the decisions of the officials graciously.
- Obey the instructions given by the host school and those in charge.
- Work for the good of the team.
- Learn to recognize and give credit for the ability of other players, teammates, or opponents.
- Enjoy the game you play – win, lose, or draw.

**IF YOU FOLLOW THE ABOVE CODE EVERYONE WILL BE PROUD OF YOU**

----- PARENTS ----- PLAYERS ----- COACH ----- AND SCHOOL -----

Athlete's Signature: \_\_\_\_\_

**SPECTATOR CODE OF CONDUCT IN EXTRA-CURRICULAR ACTIVITIES:**

**Spectator's Code of Conduct (refers to ALL spectators affiliated with the school)**

- Applaud the abilities of players on both teams.
- Be courteous in speech and action at all times.
- Respect the rights and properties of others.
- Obey the instructions given by the host school and those in charge.
- Use good judgment in your enthusiasm.

**IF YOU FOLLOW THE ABOVE CODE EVERYONE WILL BE PROUD OF YOU**

----- PARENTS ----- PLAYERS ----- GUESTS AND SCHOOL -----

Parent's Signature: \_\_\_\_\_

**CONSENT FOR A VOLUNTEER DRIVER TO TRANSPORT (IF APPLICABLE):**

I grant permission for my child, \_\_\_\_\_ to be transported by a volunteer driver (employee, parent/guardian or other adult) approved by the Principal or designate. Volunteer drivers are over the age of 21, have a valid G driver's license, have completed the transportation form, and have provided a criminal record check and are adequately insured.

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**ELEMENTS OF RISK NOTICE:**

The risk of injury exists in every athletic activity. Falls, collisions and other incidents may occur and cause injury. Due to the very nature of some activities, injuries may range from minor sprains to more serious injuries affecting the head, neck or back. These injuries result from the nature of the activity and can occur without fault on either the part of the student, the School Board, its employees, agents, or a facility where the activity is taking place. By choosing to participate in co-curricular athletics, you are assuming the risk of an injury occurring. The chances of an injury can be reduced by carefully following instructions at all times while engaging in the activity. The Protestant Separate School Board of the Town of Penetanguishene (PSSBP) attempts to manage as effectively as possible the risk involved for all students while participating in school athletics.

**ACKNOWLEDGEMENT OF RISKS/REQUEST TO PARTICIPATE/INFORMED CONSENT AGREEMENT**

- a) I/We have read and understand the above information. I/We hereby acknowledge and accept the risk inherent in the requested activity and assume responsibility for my son/daughter/ward for personal health, medical, dental and accident insurance coverage.
  
- b) I/We agree that the Protestant Separate School Board of the Town of Penetanguishene or its employees, servants or agents shall not be liable for any injury to my son/daughter/ward or loss or damage to personal property arising from participation in the above listed activities.

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

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of Student**

\_\_\_\_\_  
**Date**