

<b>JAMES BAY LOWLANDS SECONDARY SCHOOL BOARD</b>
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<b>ADMINISTRATIVE PROCEDURE GENERAL ADMINISTRATION: NO. 205</b>	
Effective	August 21, 2019
Last Revised	June 30, 2023

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## LAND-BASED LEARNING

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### PURPOSE

System and school administrators of James Bay Lowlands Secondary School Board have developed this administrative procedure to provide the students of Northern Lights Secondary School with the experiences required by the Ontario Ministry of Education program directive, *Environmental Education: Scope and Sequence of Expectations. The Ontario Curriculum, Grades 9 to 12, 2017*.

Another important consideration for program planning in many disciplines is to incorporate learning in the outdoors as a component of environmental education. Learning in the outdoors not only offers a unique context for learning but also provides experiential learning outside the classroom to foster a connection to local places and to develop a greater understanding of ecosystems. ...Educators must always consider safety issues when students engage in learning in the outdoors, assessing potential dangers and implementing measures to protect students from risk.

[*Scope and Sequence of Expectations*, p. 3]

### PROCEDURES

#### Section One: Outdoor Education Program

##### 1. Program Information

Course Offered:

- Semester 2 in the afternoon, 2 credit package program

Course Codes:

- PAD4O (Outdoor Education)
- IDC4O (Interdisciplinary Course)

Eligible Students:

- Grade 12 students graduating in June who have demonstrated a commitment to school, and the leadership skills and lifestyle choices to be successful in this type of program. [Administration ultimately has the final decision on student eligibility in the program.]

Maximum Class Size:

- Due to the nature of this half-day program, enrollment will be capped at 15 students.

## 2. Outdoor Walking-Distance Activities

- Consent forms for walking-distance outings that outline various program activities must be completed and signed by parents prior to activities taking place.
- The temperature must not be below minus 25 degrees Celsius (combined temperature and wind chill) for outdoor activities.
- The temperature will be checked 15 minutes prior to the planned outing to ensure it is not below the cut off of minus 25 degrees Celsius (combined temperature and wind chill).
- The front office will be notified prior to the outdoor education class leaving the building, and the location / activity will be shared.
- Students need to be appropriately dressed for the outing. If they are not, they will be supervised in the school and not be eligible to participate.
- A portable first aid kit and either a school radio or cell phone will be taken on all outings.

## 3. Paddling Component / Trip

- Student safety is of paramount importance in all activities taking place on the water.
- Students at all times will wear a certified and well-fitting lifejacket when on and near the water. **Staff will ensure that the life jackets are fitted properly and worn at all times.**
- Prior to getting on the water, students will be taught the necessary terms and skills required to safely paddle a canoe; for example, practicing of the variety of strokes, throwing of rescue rope etc.
- All canoes will be outfitted with all necessary safety equipment; painters, throw rope, extra paddle, and bailer.
- A minimum of two staff will accompany students on all canoe outings. A river guide with significant paddling / tripping experience, swift water rescue certification and / or lifeguard certification and wilderness first aid qualifications will also accompany the group on the culminating canoe trip.
- On-water training for the trip will occur in three stages:
  1. Butler Creek - Students will paddle up Butler Creek using the opportunity to develop their paddling strokes and improve their conditioning. (walking distance, students will carry canoes)
  2. Quarry Pond - Students will continue to develop their strokes, paddle solo and conduct canoe rescue exercises. (driving distance, school van will be used to transport students)
  3. Moose River - Students will paddle on the Moose River, putting in at the water treatment plant and paddling along the shore for the required time and returning to the landing at the water treatment plant. (walking distance, students will carry canoes)
  4. Extended Trip on Moose River / Culminating Canoe Trip (train will be used to transport students / gear)

- While on local paddling practice during class time, cell phone(s) will be used to contact the school to seek assistance if needed. Depending on the need, a plan will be developed by administration at the school with the priority of student / staff safety.
- While on the culminating canoe trip, a satellite phone will be used to update on the trip and / or to seek assistance if needed. Depending on the need, a plan will be developed by administration at the school with the priority of student / staff safety.

#### 4. Other Considerations for the Outdoor Education Course

- All students will complete First Aid training.
- All equipment used in the course will adhere to product safety guidelines, and will be inspected regularly by the staff member teaching the course and the department head.
- The teacher / course instructor will be encouraged and supported through release time and related training costs to continuously acquire certifications, training, and experience.

### **Section Two: Cultural Land-Based Facility Trips**

#### 1. Destination of the Trip

- Trips must be arranged to go to the Board partner facility of record for the provision of a Mushkegowuk Cultural Land-Based experience.
- Please refer to the Appendix for information on the facility on record with the Board.

#### 2. Coordination of Trips

- All trips will be planned for the year by the Indigenous Lead through the IEAC and administration.
- Department Leads and teachers will be consulted regarding the plan for the school year.
- All trips will be contingent on available funding.
- All trips will be a continuation of course curriculum / programming being offered at Northern Lights Secondary School.
- All trips to the Mushkegowuk Cultural Land-Based Facility will include (where possible) the participation of an Elder to support / enhance student learning.
- All trips will need to follow steps / timelines / form submissions as outlined in Administrative Procedure 206 School Excursions. [Note: Board approval for trips is a minimum of 30 days prior to the trip taking place.]
- All trip planning (transportation, meals, supplies, Elder commitment) will be supported by the Indigenous Lead.

**APPENDIX**

The Mushkegowuk Cultural Land-Based Facility partner of record for the 2022 -2023, and 2023-2024 and 2024-2025 school years is Camp Onakawana.

**Facility - Location and Transportation**

1. Camp Onakawana is located at the confluence of the Onakawana and Abitibi Rivers, 88 km south of Moosonee, 2 km away from Mileage 131 on the Ontario Northland Railway. The coordinates are Longitude 50.39.57 N, Latitude 81.21.24 W Elevation 37 m.
2. The Camp is accessible year-round via the Ontario Northland Railway. During the school year the train operates daily, Monday to Friday. Students and staff hike to the camp on a pathway, while equipment and supplies are taken in by either ATV or snowmobile depending on the season. The cost of a round trip ticket is approximately \$48.00 per person.

**Facility - Description and Capacity**

1. The main facility is equipped with heating sources, two bathrooms, stove and ovens, refrigerator, cooking, and dining equipment.
2. The camp can accommodate (dining and sleeping) up to 24 students with additional accommodations for Elders, teachers, chaperones, and support personnel.
3. There are both indoor and outdoor spaces for recreational activities for larger group activities. A tipi is on site as well for traditional teachings and practices. A variety of equipment and resources for cultural and land-based activities are available as well.
4. Well-stocked first aid supplies and kits are available for emergencies and accidents. A landing pad for helicopters is available should it be required to evacuate a student for medical treatment or other emergencies. In addition, a hi rail car can be used if the helicopter cannot make it out. Whole group evacuations will be conducted using the ONR railway.

**Safety and Emergency Preparedness**

1. Communication

Camp Onakawana has WIFI-internet and a satellite phone to contact for emergencies with services/board staff when required. [In the unlikely event the satellite phone cannot get a signal or the WIFI is down, a landline phone is available for use at Mileage 126, approximately 10 minutes away].

2. Evacuation Plan

In the event that the camp has to evacuate due to an environmental emergency, camp staff will ensure the safety of all students and staff, by using their knowledge and

common sense to choose the best possible method of evacuation. The options include using the Ontario Northland Railway, using hi rail trucks, or helicopter. Emergency services and/or appropriate Board staff will be notified of the particulars as required.

### 3. First Aid Protocol

In the event of a medical emergency the following steps will be followed:

- a) The first responder will provide first aid and notify staff.
- b) The teacher and camp staff will be notified and respond to the scene.
- c) First aid will continue to be provided.
- d) The teacher and camp supervisor will determine if the victim will require further medical attention.
- e) If necessary, emergency medical services will be activated by using the WIFI/satellite phone. The camp supervisor and teacher will follow the instructions of EMS.
- f) The appropriate school board personnel/administrator (including the school principal, vice-principal, supervisory officer, finance and human resources administrator) will be notified in the event of a serious medical emergency.

### **Insurance**

Camp Onakawana is a subsidiary of Fin, Fur and Feather Inc. and is insured.

### **Costs**

Note: Camp Onakawana is not responsible for the cost of any transportation to and from the camp. Any specialized services or requests may incur additional expenses.

The costs of food and supplies required for the duration of the stay at Camp Onakawana are the responsibility of the group / participants as organized through Northern Lights Secondary School.

### **Personnel**

All camp staff will provide a current Vulnerable Sector Check (CPIC) to be held on file at the James Bay Lowlands Secondary School Board. Annual declarations and/or updated checks will be provided each year. A listing of all camp employees/guides/drivers will be provided upon request prior to any trip.

Camp Onakawana will assume all liabilities of an employer with respect to Camp Onakawana employees including, by way of example and not limitation, tax liability, withholding responsibility, workers' compensation liability, employment insurance liability, and responsibility under any federal or provincial laws pertaining to employers and employees.

**Operational Safety and Oversight**

A fully-trained and qualified camp staff member will be on site at all times when students are present, to ensure the safe operation of the facility.

Camp Onakawana will ensure that there will be at least one person that is fully qualified, current, and trained in the provision and operation for First Aid resources and related equipment.

**Communication Protocols**

Camp Onakawana will be willing to meet with Board/school representatives to discuss operations, safety, and maintenance concerns and/or parental complaints when requested by the board. Such meetings will occur within at a reasonable time (5 days) or earlier depending on the urgency of the particular incident. These meetings may be in the form of a teleconference if necessary.

**REFERENCE DOCUMENTS****Legal:**

*Education Act, Section 169.1 (1) Board Duties and Powers: Promote Student Achievement and Well-Being*

*Education Act: Section 265 Duties of Principal: Care of Pupils*

Ontario Regulation 298—Operation of Schools-General, Section 11 Duties of Principals: Supervise Instruction

Ontario Ministry of Education (2009) *Acting Today, Shaping Tomorrow: A Policy Framework for Environmental Education in Ontario Schools.*

Ontario Ministry of Education (2016). *Ontario Schools, Kindergarten to Grade 12: Policy and Program Requirements.*

Ontario Ministry of Education (2017) *Environmental Education: Scope and Sequence of Expectations. The Ontario Curriculum, Grades 9 to 12.*

**Board:**

Board Policy GOV-01 Values, Vision, and Mission

Board Policy GOV-05 Multi-Year Strategic Plan

Board Policy GOV-18 Environmental Stewardship and Education

Administrative Procedure 206 School Excursions