



## **ADMINISTRATIVE PROCEDURES**

### **School Excursions (Policy Statement: School Excursions)**

#### **Purpose:**

To ensure the safety of all students, staff and the Algonquin and Lakeshore Catholic District School Board in matters relating to school field trips and excursions, especially those which extend beyond the regular school day or week.

#### **References**

*The Education Act*

*Caring and Safe Schools Policy*

*Freedom of Information and Protection of Privacy Act*

*Pupils with Special Medical Needs and or Emergency Care Needs Policy*

*Volunteers in Schools Policy*

*Criminal Background Checks and Offence Declarations Policy*

*Pupils with Special Medical Care Needs and/or Emergency Care Needs Policy*

*Ontario Physical and Health Education Association (OPHEA) Guidelines*

*Ontario School Board Insurance Exchange (OSBIE)*

*Board Policies:*

- *Algonquin and Lakeshore Catholic District School Board*
- *Halton Catholic District School Board*
- *Hastings and Prince Edward District School Board*
- *Ottawa-Carleton District School Board*
- *Peel District School Board*
- *Waterloo Catholic District School Board*
- *Windsor-Essex Catholic District School Board*
- *York Region District School Board*
- *Niagara Catholic District School Board*
- *Renfrew Catholic District School Board*

#### **Procedure:**

##### **1.0 Definition of Key Terms:**

- 1.1. **Educational Excursion:** An activity organized and supervised by staff in accordance with the Act, whereby students leave the school property for a specific educational learning experience. Excursions can include single day field trips, overnight trips in/out of province and international destinations.
  - a) **Service Learning Excursions:** Excursions linked directly to the faith mission of the school and Board which enhances, promotes and extends an educational learning experience connected to Board social justice initiatives.

- b) **Curriculum Extension Excursions:** Excursions to extend the learning of the course curriculum. These excursions must be directly linked to a course/or courses curriculum expectations.
- c) **Competition Excursions:** Excursions as a result of competition, required to maintain membership in organization/sporting association.
- 1.2 **Student:** A student who has met all the class and school requirements as outlined by the staff organizer, teacher(s), principal; is enrolled in the participating school(s); is part of the class/group/team taking part in the excursion and/or is a member of the competitive team which has met the eligibility requirements of the sports' governing body.
- 1.3 **Volunteer Supervisor:** A person; not employed by the Board, approved by the principal, and in compliance with all elements of the Criminal Background Checks and Offence Declaration Policy; under the direction of and is accountable to the staff organizer who acts as a supervisor on an excursion.
- 1.4 **Supervisor:** An employee of the Board who is responsible for the supervision of eligible students on an excursion.
- 1.5 **Staff Organizer:** An employee of the Board, who has developed, planned and organized the trip as approved by the school principal. The Staff organizer is responsible for the adherence to all elements of the Excursion Policy.
- 1.6 **Extraordinary Circumstances:** Extraordinary Circumstances are events whereby a Federal Government Travel Advisory is issued which would suggest the safety of students and staff may be in jeopardy. Other extraordinary acts which would constitute an extraordinary circumstance include but are not limited to declarations of war, acts of terrorism, social unrest, environmental conditions, public health issues and labour unrest/sanctions.

## 2.0 Roles and Responsibilities:

### 2.1 **Staff Organizer is responsible for:**

- examining local, provincial and national destinations as opportunities for the excursion.
- ensuring the excursion provides an enhancement to learning.
- ensuring that the excursion provides equity of access for students.
- providing all required documentation to the Principal; including the "Discussion Guidelines for Principals and Staff Organizers" and obtaining approval.
- providing and maintaining all necessary medical/safety plans for attending students and supervisors/volunteers as per board policies and protocols.
- providing and maintaining all required organization and financial records relating to the excursion.
- developing and implementing applicable communication strategy for parents and administration prior to the excursion and during the excursion.
- developing and implementing applicable communication and fund raising strategies/plan in accordance with board policies.
- where necessary, developing an evacuation plan in the event of medical emergency in a remote excursion location, in collaboration with the Principal.
- providing pre/post excursion activities or training.

- developing an excursion communication strategy/plan, in collaboration with the Principal, for the duration of the excursion (ie. regular check in with the Principal), including having a mobile phone for communication to and from the school.
- developing an emergency communication strategy/plan in collaboration with the Principal as per the unique elements of the excursion.
- supervision of the excursion and students.
- ensuring that procedures for attendance are developed and exercised throughout the excursion.
- ensuring that all necessary training, certifications and documentation of supervisors/volunteer supervisors is obtained, vetted and kept on file with the Staff Organizer and Principal.
- ensuring that any personal equipment to be used on the excursion, be determined and recorded as meeting all required safety and insurance standards.
- ensuring that arrangements to attend and participate in Sunday Eucharist for all students, supervisors/volunteer supervisors, staff for any excursion which occurs on a Sunday.

## 2.2 **Supervisor/Volunteer Supervisor is responsible for:**

- complying with the Excursion Policy and Administrative Procedures.
- complying with Criminal Background Checks and Offence Declaration Policy as it applies to volunteers of ALCDSB.
- attending any and all parent information meetings
- providing any and all certification and documentation of training required for the excursion as per board policy.
- following all board policies, school code of conduct and or protocol that apply on the excursion.
- ensuring that classroom program is not diminished when the supervisor (teacher) is on excursion.
- knowing the details of the excursion and adhering to the itinerary.
- assisting the Staff Organizer as necessary in the performance of that role.
- taking direction from and being accountable to the Staff Organizer.

## 2.3 **Principal is responsible for:**

- ensuring that all excursion proposals follow the Excursion Policy and Administrative Procedures.
- ensuring that Staff Organizer(s) understand and follow the Excursion Policy, applicable OPHEA requirements and applicable OSBIE considerations.
- ensuring that Staff Organizer(s) outline the roles and responsibilities for eligible students, parent/guardian, supervisors and volunteer supervisors.
- ensuring that Staff Organizer(s) understand Extraordinary Circumstances; their potential impact for the excursion and the need to effectively communicate this potential to students and parents.
- ensuring that Staff Organizer(s) complete all required documentation according to the Excursion Policy as it applies to the excursion as well as adhere to relevant Board policies.
- ensuring that a communication and fundraising strategy/plan is developed, communicated and implemented, as necessary, for and to eligible students and parents through the Staff Organizer.
- ensuring that an emergency communication plan is developed and shared with appropriate staff.
- monitoring the overall excursion finances.
- monitoring, at regular intervals, the status of the destination/safety considerations, certification requirements and documentation, financial strategy for each excursion out of jurisdiction.
- providing the school Superintendent with a current list of approved excursions, each school year, for planned international excursions.

- attending all parent meetings regarding international destinations.
- reviewing and monitoring the status of excursions and their destinations prior to excursion departure. In the event of extraordinary circumstances requiring change or cancellation, communicates with Superintendent of School Effectiveness the development of alternative plans.
- communicating, as necessary, directly with School Superintendent in emergency situations.

#### **2.4 Superintendent of School Effectiveness is responsible for:**

- ensuring that all requirements in the Excursion Policy are communicated to schools.
- approving, in conjunction with the Principal approval, excursions that meet all components of the Excursion Policy as appropriate to the excursion.
- obtaining, as required, the signature of the Director of Education on required Excursion Policy documents.
- maintaining documentation on all excursions that require the signature of the Superintendent of School Effectiveness and or the Director of Education.
- providing the Director of Education, a list of all approved extended excursions for supervised schools.
- determining, in conjunction with the Director of Education, whether an excursion is subject to change or cancellation due to extraordinary circumstances.
- supporting Principals in developing alternative plans in the event an excursion is subject to change or cancellation due to extraordinary circumstances.

#### **2.5 Director of Education is responsible for:**

- approving excursion proposals that meet all criteria of the Excursion Policy and Administrative Procedures as approved by Superintendents.
- determining the application of extraordinary circumstances for any and all excursions.

#### **2.6 Students are responsible for:**

- completing all required documentation relating to the excursion, including parental approval forms.
- participating, as appropriate, in fundraising activities and parent meetings.
- participating in all pre and post excursion activities.
- communicating to the Staff Organizer all other expected excursions for which the student has provided approval forms to a Staff Organizer.
- adhering to:
  - school code of conduct, regardless of local laws and customs while on an excursion;
  - direction of Staff Organizer, Supervisors and or Volunteer Supervisors on the excursion and
  - behaviour guidelines; disruptive and or inappropriate behavior will result in being returned home at parents' expense.
- ensuring that all eligibility requirements for the excursion are met.
- adhering to the itinerary of the trip.
- communicating with all other course teachers regarding their excursion and ensuring that any class work is completed.

#### **2.7 Parent/Guardian(s) is responsible for:**

- completing and signing all applicable permission forms relating to the excursion.

- attending all information sessions relating to the excursion.
- ensuring that all documentation for student is current.
- informing the school of any medical conditions of the student, including sufficient information to allow Staff Organizer and supervisors to deal with medical situations that may arise, and to provide current emergency information and contact numbers. (If the participating student is 18, the student must provide this information to the school).
- assuming the risk associated with an activity by choosing to provide permission for the student to attend the excursion. For an extended excursion requiring enhanced supervision, certain risks may be associated with the activity. Accidents may happen which result from the nature of the activity and can occur without any fault on either the part of the student, or the Board (its employees or agents) or the facility where the activity is taking place-
- assuming all costs of and participating in the removal of a student from an excursion due to disruptive/inappropriate behavior, as per the school code of conduct and parameters of behavior established by the excursion organizer.
- being aware that when a student's behaviour on a trip is so disruptive and/or inappropriate, as per the school code of conduct as to cause the immediate cancellation of his/her participation in the trip, the Principal will be notified and the student will be returned to school/home immediately, at the parents' expense. This decision will be at the discretion of the excursion supervisor. The parent will be notified of this decision. The student should be accompanied by a staff member if possible. In special circumstances a student may be accompanied by another adult or returned to the school or home unaccompanied, taking into consideration such factors as the student's age, maturity, distance to be traveled, the method of transportation, etc. and with the parent's knowledge and consent. The parent may choose to come and pick up the student as an alternative to the above. In advance of the trip, parents/guardians will be required to sign their agreement to pay for their son/daughter's individual return trip, where such action is deemed to be necessary by the supervisor during the trip. Documentation must be completed prior to participation in the field trip.

### **3.0 Supervision Requirements:**

Every reasonable precaution shall be taken to ensure the safety of students while on an educational excursion.

- 3.1. For all extended excursions, a Parent Information Meeting outlining expectations, itinerary details, financial and insurance requirements and cancellation due to extraordinary circumstances will be organized prior to the excursion.
- 3.2. A sufficient number of adult supervisors/volunteer supervisors will be assigned to the excursion and thoroughly briefed in all aspects of the excursion. It is the responsibility of the Staff Organizer, in conjunction with the Principal, to select/assign supervisors/volunteer supervisors for school excursions.
- 3.3. At least one adult supervisor on any educational excursion shall be a member of the teaching staff. For any overnight educational excursion in which students of both sexes are involved, male and female adult supervisors are required and there must be a supervisor for each gender.
- 3.4. There may be specialized activities (swimming, canoeing, sporting events, etc.), where Provincial or Municipal regulations and OPHEA Guidelines require a different supervision ratio or certified supervisors/volunteer supervisors will be required. The Staff Organizer must provide and confirm the specified supervision requirements with the Principal.

3.5 The following minimum ratios are required with respect to educational excursions:

**Day Trips Within the Board:**

JK-SK	-	5:1
Grades 1-3	-	8:1
Grades 4-6	-	10:1
Grades 7 & 8	-	15:1
Grades 9-12	-	1 Supervisor per class

**Day Trips Out of Board Jurisdiction:**

JK-SK	-	5:1
Grades 1-3	-	8:1
Grades 4-6	-	10:1
Grades 7 & 8	-	15:1
Grades 9-12	-	20:1

**Overnight Trips:**

Grades 4-6	-	10:1
Grades 7 & 8	-	15:1
Grades 9-12	-	20:1

**4.0 Commercial Trips/Activities:**

- 4.1. Private travel or events are considered outside the jurisdiction of the Board, and **the Board accepts no responsibility for any part of the activity whatsoever.**
- 4.2. If a trip is not Board-organized and sponsored and teachers accompany students/ parents on such excursions, they would not be working within the scope of their duties for the Board. Staff Organizers and Board employees would, therefore, not be covered by the Worker’s Compensation Board nor by the Board’s liability insurance.
- 4.3. No advertising or endorsements of non-Board commercial activities are to be advertised within the school. Sale of tickets for non-board commercial activities is not acceptable.

**5.0 Approval Timelines for Excursions:**

- 5.1 Principals must approve requests for educational excursions before submitting requests to the School Superintendent.
- 5.2 Principals will give all proposed excursions, in particular overnight and extended excursions, due consideration and review.
- 5.3 The Superintendent or Director of Education may waive the two month notice requirement where conditions warrant, e.g. school team athletic excursions (including overnight), public speaking or debate competitions, single occasion productions or exhibitions.

5.4 Timelines for submissions of excursion requests and required approvals **Excursion** are as follows:

Type	Submission Timeline	Approval Required	Forms Required
<p><b>Day Trip (within Board jurisdiction)</b></p> <ul style="list-style-type: none"> <li>• Local sites within walking distance</li> <li>• Local sites requiring transportation</li> <li>Local sites used for co-instructional activities</li> </ul>	<p>Staff Organizer must submit the request to the Principal <b>three (3) weeks prior to the event.</b></p>	<p>Principal</p>	<p>A B C D E F I K N T U V If athletic add: O, P, Q, R, S</p>
<p><b>Day Trips (out of Board jurisdiction)</b></p>	<p>The Staff Organizer submits the request to the Principal <b>one (1) month prior to the event.</b></p>	<p>Principal</p>	<p>A B C D E F I K M N T U V If Athletic add: O, P, Q, R, S</p>
<p><b>Overnight (Within the Province)</b></p>	<p>The Staff Organizer submits the request to the Principal <b>two (2) months prior to the event.</b></p>	<p>Superintendent</p>	<p>A B C D G H I J K M N T U V</p>

Type	Submission Timeline	Approval Required	Forms Required
<b>Overnight (Within the Province Continued)</b>			If Athletic add: O, P, Q, R, S
<b>Overnight (Outside the Province)</b>	The Principal submits the request to the Superintendent of the school <b>three (3) months prior to the event.</b>	Superintendent and Director	A B C D G H I J K L M N T U V If Athletic add: O, P, Q, R, S
<b>Extended Excursion</b> <ul style="list-style-type: none"> <li>• an activity taking place in an out-of-school environment in which enhanced or specialized supervision is necessary such as: <ul style="list-style-type: none"> <li>a. Directly connected to a course/program such as SHSM, IB.</li> <li>b. Sporting/Competitive events: organized by an external institution.</li> <li>c. Service Learning/Mission Trips: directly linked to the school mission and Stewardship pillar. Requires a community connection.</li> </ul> </li> </ul>	The Principal submits the request to the Superintendent of the school by <b>January 30 of the preceding year</b> . The excursion must be scheduled during the statutory breaks in the normal school year. All efforts must be made to reduce out of classroom time. Consideration for a maximum out of school days: <ul style="list-style-type: none"> <li>a. Course Connected: Three (3) days</li> <li>b. Sporting/Competitive: Three (3) days</li> <li>c. Service Learning/ Mission Trips: Five (5) days</li> </ul> Approval of excursion proposal will be provided by <b>March 30<sup>th</sup></b> .	Superintendent and Director	A B C D E G H J K L M N T U V If athletic, add: O, P, Q, R, S



## FORMS REFERENCE SHEET

Form A:	Checklist for Excursions
Form B:	Excursion Discussion Guidelines for Principals and Staff Organizer
Form C:	Teacher Responsibilities and the Concept of Legal Liability
Form D:	Excursion Cost Analysis
Form E:	Request for Principal Approval: Day Trips
Form F:	Parent/Guardian Permission: Day Trips
Form G:	Request for Principal/Superintendent: Overnight Excursion
Form H:	Parent/Guardian Permission: Overnight Excursion
Form I:	Health and Safety Information Form
Form J:	Medical Form for Overnight/International Excursion
Form K:	Excursion Manifest
Form L:	Emergency Information Out-of-Province/Country Excursion
Form M:	Parent/Guardian Permission: Extraordinary Circumstances Letter
Form N:	Supply Day Requirements
Form O:	Athletic Information Form
Form P:	Athletic Participation and Travel Consent Form
Form Q:	Alpine Skier Responsibility Code
Form R:	Skier/Snowboarder Classifications Information Sheet
Form S:	Alpine Skiing/Snowboarding Form
Form T:	Transportation by Board Staff
Form U:	Consent for Senior Student Drivers
Form V:	Authorization for Teacher/Parent Volunteer Drivers
Appendix A:	Water Based Activities

**Approved: October 24, 2016**

**Reviewed: April 10, 2018**