

YORK CATHOLIC DISTRICT SCHOOL BOARD



BOARD POLICY	
<i>Policy Section</i> Program/Curriculum	<i>Policy Number</i> 303
<i>Former Policy #</i>	<i>Page</i> 1 of 17
<i>Original Approved Date:</i>	<i>Last Approval Date:</i>
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POLICY TITLE: EDUCATIONAL OUT - OF - CLASSROOM ACTIVITIES

SECTION A

1. PURPOSE

The York Catholic District School Board recognizes that curriculum extends beyond the walls of the classroom/school and that a well-planned, interesting, out-of-classroom activity can enhance the learning of pupils. The purpose of this policy is to endorse such activities as valuable extensions of the curriculum and to provide the parameters and guidelines under which they may occur.

Note: Throughout this document the terms 'out-of-classroom activity' and 'excursion' are intended to mean the same thing.

2. POLICY STATEMENT

It is the policy of the York Catholic District School Board to support approved educational out-of-classroom activities for all pupils organized by school staff and designed to enhance learning and faith development.

3. PARAMETERS

3.1 Educational out-of-classroom activities:

- 3.1.1 are subject to the same Board policies as in the regular school and classroom surroundings.
- 3.1.2 may be cancelled where participation numbers, as previously determined by the principal and excursion organizer, are not met.
- 3.1.3 must be a well-planned extension of the curriculum available to all pupils and include a faith development experience where appropriate.

- 3.1.4 shall be developed in accordance with safety and supervision guidelines related to the type of activity.
- 3.1.5 must be planned with consideration given to the age of the pupils, distance of the activity from the school, associated costs to the pupils/families and ability for all to participate.
- 3.1.6 will ensure that attendance at Sunday Eucharist is part of the planned activity when pupils are away from home on Sundays.
- 3.1.7 must have obtained required approvals prior to the organization/promotion of the activity.
- 3.1.8 fees may be collected on a cost-recovery basis for excursions that are considered to be voluntary enhancements to the curriculum.
- 3.1.9 alternative activities must be provided for those students who choose not to participate.
- 3.2 Approval for overnight excursions will not be granted to pupils JK to Grade 3.
- 3.3 Overnight out-of-classroom activities for Grade 4 – 6 pupils will be approved on an individual basis.
- 3.4 Pupils are responsible for handing in completed documents prior to the start of the excursion. Pupils will not be allowed to participate without the completed forms.
- 3.5 A pupil may be denied participation in an educational out-of-classroom activity, or returned early from the trip, based on demonstrated inability to follow expected behaviour guidelines or in the interest of the quality of the experience and the welfare of other participants.
- 3.6 As per the intent of the Hospitality & Gifts Guidelines Board, excursion planners, organisers and supervisors, shall not accept monetary and/or gift-in-kind benefits from Tour Operators with the exception of travel, accommodation and meals included in the tour package for those individuals leading the excursion and designated supervisors required to satisfy the supervision ratio.
- 3.7 Weather and road conditions must be conducive to travel before pupils leave the school.
- 3.8 An out-of-classroom activity may be shortened, cancelled or terminated at any time if, in the opinion of the school principal or superintendent, the activity cannot proceed or be completed in a safe or satisfactory manner; and
- 3.9 Neither the Board, nor its agents, will authorize or approve Commercial trips (see definition).

4. RESPONSIBILITIES

4.1 Superintendents of Education

- Approve Level II and III excursions, in conjunction with the school principal; and
- Report Level III excursions to the Board, as required.

4.2 Purchasing Department

- Maintain a list of current approved tour operators; and
- Make the list of such tour operators available to schools.

4.2 Principals

- Ensure that staff members are familiar with, and adhere to this policy and related procedures when planning an out-of-classroom activity;
- Ensure that the proposed activity reflects/ties into the curriculum, is safe, and, where appropriate, complies with OPHEA guidelines;
- Ensure that all documentation is submitted and approved, as required;
- Ensure that pupils, other staff, parents and volunteers receive appropriate information about the activity;
- May deny pupil participation in an educational out-of-classroom activity, or require the pupil to be returned early from a trip, based on demonstrated inability to follow expected behaviour guidelines or in the interest of the quality of the experience and the safety and welfare of those participating;
- To ensure that no pupil or family suffers undue hardship as a result of being included in the excursion or retreat with financial assistance being made available and communicated to those families demonstrating both confidentiality and respect (Level I and II excursions only);
- Assume responsibility to shorten, cancel or terminate an out-of-classroom activity at any time, if in the opinion of the principal or the superintendent, the activity cannot proceed or be completed in a safe or satisfactory manner.
- To provide parent(s)/guardian(s) with information regarding the refund policy in case of a trip cancellation.

4.3 Teacher/organizers

- Plan and organize activities that provide a worthwhile and safe curriculum/course related experience for pupils;
- Discuss with principal the financial details of the excursion including whether or not out-of-pocket expenses will be reimbursed for supervisors;
- Where activities may contain a component of risk, refer to Appendix 1 and complete the Elements of Risk section of Admin. 73;
- Complete and submit documentation to the principal as required;
- Communicate appropriate information, including curriculum relevance, to all stakeholders;
- Adhere to the approved itinerary;
- Ensure that completed copies of all documentation are received and filed with the school principal;
- Copy and take essential documents including medical insurance information, on the excursion;
- Liaise with other teachers in terms of missed classes;

- Plan an appropriate program for those pupils who do not participate in the excursion;
- Recommend to the principal to shorten, cancel or terminate the excursion if, in the opinion of the teacher(s) involved, the activity cannot proceed or be completed in a safe or satisfactory manner.
- Contact the principal, and parent where necessary, immediately if an accident or other emergency occurs during a tour;
- Ensure that a Board employee remains with any student who requires medical attention;
- Complete a pupil/teacher accident report within 48 hours of an incident or as soon as possible upon their return to the school.

4.4 Pupils

- Comply with the Safe School Policy, the Board and school Code of Conduct and the expectations of all services/agents providing a component of the out-of-classroom activity;
- Act with reasonable care towards themselves and others during the excursion in order to contribute to a safe experience;
- Pay the full cost or part of the cost of any out-of-classroom activity; and
- Submit all required forms in a timely manner.

4.5 Parent(s)/Guardian(s)

- To attend all excursion meetings.
- To complete all required information on forms.
- To understand their responsibilities with regard to behaviour consequences, i.e. alcohol consumption.
- To understand the procedures with regard to medical emergencies.

5. DEFINITIONS

5.1 Level 1 Excursion

- Organized by classroom/program teacher;
- Duration of no more than one day; and
- Includes co-curricular and general sightseeing activity/sport activity such as skiing/neighbourhood walk or other such out-of-school event.

5.2 Level II Excursion

- Organized by school staff;
- Up to four nights in duration;
- Within Canada;
- Less than 1000 kms from the school; and
- Includes outdoor education centre/retreat centre/ program offered in conjunction with a tour company such as an excursion to Ottawa.

5.3 Level III Excursion

- Study tour/extended travel;
- Organized by school staff;
- An elective activity for pupils;
- Greater than 1000 kms from the school;

- May take place within Canada or internationally; and
- Contracts and undertakings are between the participants and the tour operator.

5.4 Commercial Trip – **Not Allowed**

- Organized outside of school time, by Board staff or other, for personal recreational purposes;
- May not be advertised on school property at any time;
- Operated by commercial agencies beyond the jurisdiction of the York Catholic District School Board; and
- Scheduled within any school holiday period with no loss of school time.

5.5 Pupil

An individual who

- Has met all of the classroom/school requirements as outlined by the teacher/principal;
- Is enrolled in a sponsoring or participating school; and
- Is part of the class or group taking part in the activity.

6. CROSS REFERENCES

YCDSB Policy #112	Privacy & Personal Information Management
YCDSB Policy #202	Safe Schools
YCDSB Policy #207	Administration of Prescription Medication to Pupils
YCDSB Policy #208	Pupil Disability Accommodation
YCDSB Policy #209	Protection of Anaphylactic Pupils
YCDSB Policy #218	Code of Conduct
YCDSB Policy #222	Personal Electronic Devices
YCDSB Policy #312	Texts and School Supplies & Supplementary Student Feeds
YCDSB Policy #420	Respectful Workplace
YCDSB Policy #423	Conflict of Interest
YCDSB Policy #708	Volunteers in Schools
YCDSB Policy #802	Purchasing, Lease & Rental of Goods & Services
YCDSB Policy #803	Funds Generated in Schools

YCDSB Hospitality & Gift Guidelines (posted on Board Website)
Guidelines for School Generated Funds

OPHEA (Ontario Physical & Health Education Association) Physical Education Safety Standards

7. RELATED FORMS

Admin. 16	Excursion Approval Form - Required for Level I, II and III Excursions
Admin. 16A	Excursion Approval Process - Required for Level II and III Excursions
Admin. 16B-1	Program Plan – Optional for Level 1, Required for Level II and Level III Excursions
Admin. 16B-2A	Consent, Information & Permissions - Required for Level II Excursions/Extended Travel
Admin. 16B-2B	Consent, Information & Permissions - Required for Level III Excursions/Extended Travel

POLICY TITLE: EDUCATIONAL OUT – OF - CLASSROOM ACTIVITIES

SECTION B

GUIDELINES

1. GENERAL INSURANCE INFORMATION

- 1.1 The York Catholic District School Board does not provide any accidental death, disability, dismemberment, medical expense, theft or loss of personal property, or cancellation insurance on behalf of persons participating in out-of-classroom activities.
- 1.2 Pupils participating in an out of country excursion **MUST** provide evidence of valid medical/comprehensive insurance to the teacher/organiser. (Reference Form 16B-2)
- 1.3 The Board strongly encourages that each pupil taking part in any out-of-classroom activity have appropriate insurance coverage from either:
 - the Pupil Accident Insurance – Plan B (available throughout the year on-line (www.ycdsb.ca)), or
 - Family employment or purchased insurance.
- 1.4 If the Board/School is paying an entrance fee, the facility must provide proper insurance.

2. SUPERVISION RATIOS

2.1 Level I and II Excursions

Pupils in Kindergarten	1 adult to 5 pupils
Pupils in grades 1 to 3	1 adult to 8 pupils
Pupils in grades 4 to 6	1 adult to 10 pupils
Pupils in grades 7 to 9	1 adult to 13 pupils
Pupils in grades 10 to 12	1 adult to 15 pupils

Note: Parent volunteers may be used to meet ratio expectations, subject to Policy 708 Volunteers in Schools.

2.2 Level III Excursions

1 adult to 12 pupils (recommended)

2.3 Excursion planners shall endeavour to have male and female supervisors on all out-of-classroom activities;

2.4 Some activities may require additional supervision. Organizers shall comply with OPHEA Safety Guidelines in such circumstances.

3. TRANSPORTATION

3.1 Transportation for out-of-classroom activities shall be governed as follows:

- Properly licensed public vehicles or carrier (expected means of transport);
- For pupils with physical challenges, teacher/organiser is to ensure that appropriate transportation is arranged.

3.2 Private Vehicles (when necessary)

- Where a private vehicle is to be used the following conditions must apply:
 - Seat belts must be worn at all times;
 - Only one passenger per seat belt.
- Driver(s) must be properly licensed individuals who:
 - are at least 18 years of age;
 - Whose vehicles are insured for a minimum of two million dollars of public liability and passenger hazard; and
 - Whose insurance is not subject to a question of validity.
- Principals must verify the above conditions prior to permitting pupils to travel in a private vehicle. (See Admin. 74)

4. PROCEDURES FOR EDUCATIONAL OUT-OF-CLASSROOM ACTIVITIES

A. LEVEL I

Teacher organizer

1. Discuss proposed activity with school principal.
2. Develop program plan to include: (Appendix 3 may be used)
 - rationale for the excursion;
 - curriculum connections including objectives;
 - pre and post curriculum activities;
 - schedule for the day;
 - transportation arrangements;
 - identification of possible safety or risk factors;
 - supervision ratio;
 - communication to parents including required forms.
3. Submit Admin 16 and program plan to school principal for approval, and keep on file in school office and available for audit purposes. Estimate the cost for each student to reflect the actual cost of the excursion.
4. Prepare for the excursion including:
 - Communicate to:
 - Pupils
 - details of the excursion including values and expectations of the activity,
 - dress and behaviour expectations,
 - potential safety or risk concerns,
 - meal arrangements,
 - protocol for using electronic devices such as cell phones and i-pods,
 - parameters for spending money (where necessary);
 - Parents /guardians through a newsletter/memo;
 - Colleagues (where teaching or supervision schedules may be impacted);
 - Assign pupils to groups;

- Make alternative curriculum arrangements for pupils remaining behind;
- Arrange transportation (if private vehicles are to be used ensure that ALL Board requirements are met);
- Obtain signed permission forms a list of required forms is found on Appendix 3, page 16 of this policy.
- Deposit all funds collected from pupils into the School Bank Account.
- Finalize supervision ratio;
- First Aid - carry a kit; and
 - plan for those pupils who have a medical condition including those pupils carrying an epi-pen.
- Leave parent/guardian contact information at the school office.

5. Excursion

- Review with supervisors:
 - schedule and details,
 - responsibilities, and
 - provide a list of pupils in their group;
- Leave contact number (cell phone number) and itinerary with school office;
- Carry copies of essential documentation on your person;
- Upon arrival at site, determine a meeting place and departure time.

6. Post excursion

- Review outcomes/value of the activity, and
- Complete curriculum/course follow up.

B. LEVEL II

Teacher organizer

1. Obtain initial approval from the school principal to plan the excursion.
2. Complete Admin 16 and 16A and submit package to the principal a minimum six weeks in advance of excursion and keep on file in school office available for audit purposes. Estimate the cost for each student to reflect the actual cost of the excursion.
3. Obtain principal and superintendent of education approval to proceed with the excursion.
4. Prepare for the excursion
 - Communicate details of the excursion to:
 - Pupils:
 - purpose and itinerary,
 - clothing and behaviour expectations,
 - potential safety or risk concerns,
 - meal arrangements,
 - expectations for using electronic devices such as cell phones and i-pods,
 - parameters for spending money (where necessary), and
 - assign pupils to groups;
 - Parents/guardians: an information meeting is mandatory for all overnight excursions at which time curriculum/course expectations as well as other trip details must be outlined;
 - Colleagues: where teaching or supervision schedules may be impacted.
 - All funds collected from pupils must be deposited into the School Bank Account.

- Arrange transportation, (if private vehicles are to be used ensure that ALL Board requirements are met);
- Obtain signed permission forms/deposits/other forms as required;
- Copy forms as required to carry on the excursion – a list of required forms is found on Appendix 3, page 16 of this policy.
- First Aid
 - carry an emergency kit and medical log (Form S17) and plan for those pupils who have a medical condition including those pupils carrying an epi-pen.
 - know how and where to contact local hospital or ambulance should an emergency arise;
- Supervisors
 - finalize overall ratio,
 - review schedule and details of excursion,
 - outline responsibilities, and
 - provide a list of pupils in their group;
- Arrange alternative curriculum for pupils who will remain behind - location, program;
- Prepare detailed lists of pupils on excursion - leave one list with the office, carry two (2) complete packages on the excursion;
- Leave contact cell phone number, site contact number and itinerary/schedule with office.

5. At the Excursion Site

- Review:
 - details of the setting, boundaries, safety and risk issues, emergency exits, gathering point;
 - free time and expectations; and
 - how to contact teacher or supervisor.
- Carry out the excursion in keeping with Program Plan and itinerary

6. Post - Excursion

- Review outcomes/value of the excursion;
- Feedback from pupils regarding merit and educational value of the trip;
- Complete follow up activities; and
- Share outcome with parents.

C. LEVEL III

1. PARAMETERS - Specific to Level III Excursions

1.1 General

- All Level III excursions must be endorsed by the school principal prior to any advertising or promotion, and/or final agreements with tour operators;
- Level III excursions shall not require inordinate expense or excessive absence from school, or include activities where safety measures have been deliberately removed, or involve prohibited activities;
- Excursions MUST adhere to the pre-approved Program Plan and itinerary;
- Pupils shall be permitted up to five school days each school year to participate in a Level III excursion as part of a curriculum experience. Such days would be in addition to any days in which a pupil might be involved in other excursions;
- All participants must ensure that travel documents including passport, Visa (where necessary), and immunization records are up to date;
- Evidence of valid Health Insurance is mandatory for participation in any out of country excursion;

- Required documentation must be submitted and verified prior to the departure of any Level III excursion;
- Program costs must be considered in terms of maximum value with respect to the program cost, and participation of as many eligible pupils as possible;
- Unless prior arrangements are made, all pupils shall travel by the approved mode of transportation; and
- The Safe Schools Policy and Board/school Code of Behaviour will apply throughout the entire excursion.

1.2 Tour Operator

- Must provide a complete tour package including itinerary, transportation arrangements, carrier, flight times, accommodations, meals and all other inclusions of the tour prior to concluding an agreement with a school/teacher-organizer;
- Must agree to make provision for cancellation refunds prior to signing a contract;
- Agreements must include an option for pupils to withdraw without penalty if the negotiated price/tour details change up to a month prior to departure;
- Ensure that flights have no more than one transfer en route to the final destination and that layover times are minimal;
- Take reasonable precaution to minimize the inherent element of risk with respect to safety, health and/or access to medical services;
- Be willing to shorten, cancel or terminate an excursion at any time, if in the opinion of the superintendent and principal, the tour cannot proceed or be completed in a safe or satisfactory manner;
- Subject to the Hospitality and Gift Guidelines, the tour operator shall not provide monetary and/or gift-in-kind benefits to any Board employee with the exception of travel, accommodation and meals included in the tour package for those individuals leading or chaperoning the program in order to comply with prescribed supervision requirements.

1.3 Finance

- Level III excursions must be self-supporting with each pupil assuming the full cost;
- Financial transactions for Level III excursions are monetary transactions between the participants and the tour operator. Should the York Catholic District School Board choose to act as a 'banker' for tour monies, all cheques, including refunds from the tour operator, shall be payable to the York Catholic District School Board 'in trust' or to the school 'in trust';
- For gratuities and incidental purposes, a Tour Operator may make a cheque payable to the school for deposit into the school bank account. The school may then issue these funds to the trip organizer who at the conclusion of the study tour will provide a detailed and complete (with actual receipts) accounting of the money. If receipts are not available, then a daily log of itemized costs balancing to the amount provided is acceptable.
- All funds collected from pupils must be deposited into the School Bank Account.

1.4 Insurance

- The Board does not provide insurance for extended travel including any accidental death, disability, dismemberment, medical expenses, theft or loss of personal property or cancellation insurance on behalf of persons participating in field trips.

- All participants must provide proof of travel insurance prior to being approved for participation on the excursion.

2. RESPONSIBILITIES – Specific to Level III Excursions

2.1 Superintendent of Education

- Approve Level III excursions;
- Determine, through consultation, whether a tour should proceed if unforeseen factors arise including, but not limited to, war, acts of terrorism, social unrest, environmental conditions, public health issues and labour unrest/sanctions.

2.2 Principal

- Ensure that the Program Plan is completed, submitted, approved, and implemented in keeping with the procedures and guidelines of this policy;
- Review and approve the financial details including the budget, compliance with the Hospitality and Gift guidelines, and the process for handling gratuities and small expenses associated with the tour;
- Recommend to the superintendent of education approval of a Level III excursion;
- Hold a parent meeting to ensure that pupils, other staff, parents and volunteers receive appropriate information about the tour;
- Ensure that all activities are safe and, where appropriate, comply with OPHEA guidelines;
- Make every effort to ensure that at least one of the teacher/supervisors speaks the language of the country being visited; and
- Shorten, cancel or terminate an excursion at any time, if in the opinion of the principal, the tour cannot proceed or be completed in a safe or satisfactory manner.

2.3 Teacher/Organizers

- Discuss the concept of the tour with the principal before presenting to pupils;
- Select, in conjunction with the principal and other planning members, a tour operator from the Board's recommended list;
- Develop the tour plan, with the tour operator and planning group;
- Require from the tour operator an approximate cost for the tour, specific travel arrangements, including carrier and accommodation/meal arrangements;
- Complete and submit the Out-of-Classroom Activity Program Plan (Admin. 16B-1), as required and keep on file in school office available for audit purposes;
- Communicate appropriate information to all stakeholders including a complete itinerary, details of the tour package, and curriculum relevance;
- Encourage pupils to participate in establishing the correlation of curriculum expectations to the objectives of the tour, in the planning of program activities, and in the post-tour activities;
- Counsel pupils regarding strategies to deal with their school-absence responsibilities;
- Plan and provide an appropriate program for pupils who do not participate in the tour;
- Liaise with other teachers in terms of missed classes, missed work and assignments;
- Excursion planners, organizers and supervisors must sign a waiver letter indicating that they will not accept in-kind benefits from a tour operator (Admin. B-5).

2.4 Pupils

- Attend all information meetings;
- Complete and submit all required forms within given timelines;

- Understand that while on an excursion, pupils must comply with the Board's Safe Schools Policy and the school's code of conduct and other related policies and procedures, especially with regards to drugs and alcohol;
- Confirm in writing their understanding that if behaviour requires them to be sent home, they (and their parents) will be responsible for expenses;
- Adhere to the guidelines from the planning team with respect to weight and size of luggage, both checked and carry-on, electronic equipment, and what to pack, keeping in mind weather and special events; and
- Act with reasonable care towards themselves and others during the tour in order to contribute to a safe experience.

2.5 Supervisors

- Attend all meetings with tour organizer(s);
- Familiarize themselves with the material provided by the school organizer (policies, procedures, forms, information packages, etc.) and by the tour company;
- Accept the responsibility for pupil supervision and safety as the primary aspect of the role of a supervisor; and
- Provide a current criminal background check to the principal.

3. PROCEDURES - To Plan and Implement a Level III Excursion

Teacher/Organizer

The teacher/organizer is responsible for all aspects of the excursion including knowledge, awareness and compliance with this policy and procedures, developing a program plan, and carrying out the plan in accordance with agreed upon conditions.

- 3.1 Discuss the excursion with the school principal and obtain his/her approval to proceed with developing a Program Plan.
- 3.2 Complete the Out-of-Classroom Program Plan.
- 3.3 Submit the Program Plan to the School Principal who will review the plan then forward it to the Superintendent of Education.
- 3.4 Upon approval of the Program Plan, the teacher organizer may advertise and promote the excursion while addressing the following:
 - Complete all required forms - a list of required forms is found on Appendix 3, page 16 of this policy.
 - Potential supervisors for the tour;
 - Determine pupil leaders and responsibilities which may include room responsibilities, loading/unloading baggage, group leader tasks, reporting to supervisors, etc.;
 - Hold a meeting for all supervisors and the tour operator to outline requirements/expectations prior to, during, and following the tour;
 - Review procedures for hotel check-in, handling of tickets, dealing with Customs and Immigration and travel documents, transportation issues (ground/air/rail), baggage considerations (instruments, stands, equipment), handling of pupil medication, and first aid kit; and
 - Confirm that all pupils and supervisors have acquired necessary travel documents (passport, immunization, etc.);
 - Ensure that pupils understand the importance of planning ahead to maintain academic performance prior to and after the excursion;



ADDRESSING RISK MANAGEMENT

- Risk Management is the process of anticipating and addressing/controlling in advance those activities that contain an element of risk of injury to the participant.
- Excursion planners need to determine the educational value and risk potential of all program activities in advance. The following strategy has been included to assist planners in completing a Risk Management process.
 - Step 1: Risk Avoidance – assess the associated risk vs the necessity of the activity and determine whether the activity should happen;
 - Step 2: Risk Reduction – follow approved guidelines, have a contingency plan, adhere to approved agenda, know the location of all activities and prepare for worst-case scenario;
 - Step 3: Risk Transfer – ensure that those responsible (travel agents/tour operators) have the necessary expertise and certification to guide an activity and that they have appropriate liability insurance.
 - Step 4: Risk Assessment – throughout the entire program, continually address the potential risks associated with all activities.

Risk Management

- i. What are the inherent risks in the activity?
- ii. What is an appropriate level of supervision for the specific program/activity?
- iii. Do the education benefits outweigh any potential risks?
- iv. What is the method of transportation to and from the activity?
- v. What preparation(s) will be necessary for participants prior to the trip?
- vi. What is the emergency plan? Has it been shared with staff: How can help be contacted?
- vii. Where is the nearest hospital?
- viii. Do the pupils have the appropriate identification?

Reviewed by: _____

Date: _____



YORK CATHOLIC DISTRICT SCHOOL BOARD EXCURSION LEVELS AND PROCEDURES

LEVEL/APPROVAL	DESCRIPTION	PROCEDURES
LEVEL 1		
School Principal	<ul style="list-style-type: none"> - Day Trips/Field Trips - no overnight - co-curricular activities - general sightseeing - physical-activity 	Forms - Admin 16, 16B-1 (may be helpful), 73, 74, 75 or 79 (as required). <ul style="list-style-type: none"> - minimum two week notice - rationale as per procedure for Level 1 activities - supervision ratio as per policy
LEVEL II		
School Principal and Superintendent of Education	Overnight excursions <ul style="list-style-type: none"> - within Canada less than 1000 km each way - less than four nights - includes Outdoor Education Centres and school tours such as Quebec or Ottawa Water-related trips (i.e. boat cruises, swimming activities etc.)	Forms - Admin 16, 16A, 16B-1, 16B-2 (if overnight), 73, 74, 75 or 79 (as required). <ul style="list-style-type: none"> - Appendix 3 - minimum six weeks notice - additional documentation and supervision ratio, as per guidelines. Forms – Admin 16, 16A, 16B-1, 73, 75 <ul style="list-style-type: none"> - Appendix 3 - minimum two weeks notice - documentation as required - water activities require supervision 10:1 - Valid First Aid Certification by at least one organizer
LEVEL III		
School Principal and Superintendent of Education May require additional approval by Director of Education or Designate Information to Board	<ul style="list-style-type: none"> - In excess of 1000 km each way in Canada - May be within Canada or International - contracted between a Tour Operator and Teacher/organizer - Study tours/extended travel 	Forms – Admin 16, 16A, 16B-1 through B6, 73, 74, 75, 79 (as required) <ul style="list-style-type: none"> - Appendix 3 - Approval may be granted subject to submission of an acceptable Out-of-Classroom Activity Program Plan and adherence to policy and specific procedures for an excursion. - Minimum 3 month notification Superintendents shall provide the Board with a list of approved Excursions, as required.



**YORK CATHOLIC DISTRICT SCHOOL BOARD
PLANNING CHECKLIST**

Trip Organizers: Please use this checklist when planning all Level II and III Out of Classroom Activities.

TASK	COMPLETED	COMMENT(S)
Admin 16 – Levels I, II and III		
Admin. 16A – Levels II and III		
Admin. 16B-1 Out of Classroom Activity Plan-Levels II & III Admin. 16B-2A Consent and Permissions-Levels II Admin. 16B-2B Consent and Permissions-Levels III Admin. 16B-3A Acknowledgement and Authorization-Level III Admin. 16B-3B Release & Indemnification (18+) Admin. 16B-4 Medical Information and FOI-Level III Admin. 16B-5 Letter of Agreement-Level III Admin. 16B-6 Consent for Student to Travel Abroad – Level III		
Admin 73 Informed Consent/Permission for Education Trips- Elements of Risk: Activity Specific Admin 74 Volunteer Driver Authorization Admin 75 Informed Consent/Permission for Education Trips- Elements of Risk: General Admin 79 Informed Consent/Permission for Ski/Snowboard Excursions (complete school’s portion prior to submitting)		
Notification: Level II Water Related – minimum two weeks Level II Overnight – six weeks Level III – three months		
Supervisor ratio Male/female (where applicable)		
Summary of experience-Program organizer and supervisors		
First Aid Qualifications of Supervisors (one supervisor must have current qualifications if planning a water related activity)		
Educational purpose/rationale		
Site description/map/transit routes		
Daily itinerary (if away on a Sunday-provisions for Mass must be included)		
Accessibility to medical assistance Include name, address and phone number of nearest medical facility		
Copies of correspondence to parents (including date of parent meeting)		
Pupil list including phone #s and /or emergency Phone Tree		(to be submitted once all students have confirmed registration)

Have all applicable columns been checked off? S.O. will not approve an incomplete package.