

YORK CATHOLIC DISTRICT SCHOOL BOARD



BOARD POLICY	
<i>Policy Section</i> Program/Curriculum	<i>Policy Number</i> 303
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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 students. 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 hold the same meaning.

2. POLICY STATEMENT

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

3. PARAMETERS

3.1 Educational out-of-classroom activities:

- 3.1.1 Shall be organized in accordance with the Board's safety (i.e.: emergency procedures) and supervision guidelines.
- 3.1.2 Are subject to the same Board policies as in the regular school and classroom surroundings.

- 3.1.3 May be cancelled where participation numbers, as previously determined by the Principal and excursion organizer, are not met.
- 3.1.4 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, including, but not limited to, when Board transportation is suspended due to inclement weather.
- 3.1.5 Shall be a well-planned extension of the curriculum available to all students and include a faith development experience (i.e.: liturgical celebration or prayer reflection) where appropriate.
- 3.1.6 Shall be planned with consideration given to the age of the students, distance of the activity from the school, associated costs to the students/families and ability for all to participate.
- 3.1.7 Shall ensure that attendance at Sunday Eucharist is part of the planned activity when students are away from home on Sundays.
- 3.1.8 Shall have obtained required approvals prior to the organization/promotion of the activity.
- 3.1.9 Fees shall be collected on a cost-recovery basis for excursions that are considered to be voluntary enhancements to the curriculum.
- 3.1.10 Alternative activities shall be provided for those students who choose to remain at school.
- 3.1.11 Level I Excursion documentation shall be retained for one year beyond the date of the event.
- 3.1.12 Level II and III Excursion documentation shall be retained for two years beyond the date of the event.
- 3.2 Approval for overnight excursions shall not be granted to JK to Grade 3 students.
- 3.3 Overnight out-of-classroom activities for Grade 4 – 6 students shall be approved on an individual basis.
- 3.4 Students shall be responsible for submitting completed documents prior to the start of the excursion with the approval of their parents/guardians, as noted by their signature, on all required forms for students under the age of 18 years. Students shall not be approved to participate without the completed forms.
- 3.5 A student 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, organizers 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 students leave the school.
- 3.8 Neither the Board, nor its agents, will authorize or approve Commercial trips (see definition).

4. RESPONSIBILITIES

4.1 Director of Education

- 4.1.1 To oversee compliance of the Educational Out-of-Classroom Activities Policy and related Guidelines.

4.2 Superintendents of Education: School Leadership

- 4.2.1 Approve Level II and III excursions, in conjunction with the school Principal.
- 4.2.2 Report Level III excursions to the Board, as required.

4.3 Purchasing Department

- 4.3.1 Maintain a list of current approved tour operators.
- 4.3.1 Make available to schools the list of current approved tour operators.

4.4 Principals

- 4.4.1 Ensure that staff members are familiar with, and adhere to this policy and related procedures when planning an out-of-classroom activity.
- 4.4.1 Ensure that the proposed activity reflects/ties into the curriculum, is safe, and, where appropriate, complies with OPHEA guidelines.
- 4.4.2 Ensure that all documentation is submitted and approved, as required.
- 4.4.3 Contracts and/or forms provided by tour operators or program operators shall be reviewed by the Board's Insurance Coordinator prior to approval.
- 4.4.4 All volunteers who will be performing supervisory duties for Level II and Level III excursions shall submit a current and satisfactory Vulnerable Sector Screening (VSS) to the school. If a VSS has already been submitted to the school, and the parent is an active volunteer, the Offence Declaration may be signed.
- 4.4.5 Ensure that students, other staff, parents and volunteers receive appropriate information about the activity.
- 4.4.6 May deny student participation in an educational out-of-classroom activity, or require the student 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.
- 4.4.7 To ensure that no student 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).

- 4.4.8 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, including, but not limited to when Board transportation is suspended due to inclement weather.
- 4.4.9 To provide Parent(s)/Guardian(s) with information regarding the refund policy in case of a trip cancellation.
- 4.4.10 To contact the Parent(s)/Guardian(s) if an emergency occurs during an excursion or a change in excursion itinerary is necessary.

4.5 Teacher/Organizer

- 4.5.1 Plan and organize activities that provide a worthwhile and safe curriculum/course related experience for students.
- 4.5.2 Discuss with Principal the financial details of the excursion including whether or not out-of-pocket expenses will be reimbursed for supervisors.
- 4.5.3 Where activities may contain a component of risk, refer to Appendix 1 and complete the Elements of Risk section of Admin. 73.
- 4.5.4 Complete and submit documentation to the Principal as required.
- 4.5.5 Communicate appropriate information, including curriculum relevance, to all stakeholders.
- 4.5.6 Adhere to the approved itinerary.
- 4.5.7 Ensure that completed copies of all documentation are received and filed with the school Principal.
- 4.5.8 Copy and take essential documents including medical insurance information and emergency contact information on the excursion.
- 4.5.9 Liaise with other teachers in terms of missed classes.
- 4.5.10 Plan an appropriate program for those students who do not participate in the excursion.
- 4.5.11 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.
- 4.5.12 Contact the Principal and Parent/Guardian immediately if an accident occurs during an excursion.
- 4.5.13 Contact the Principal if an emergency occurs during an excursion or a change in excursion itinerary is necessary.
- 4.5.14 Ensure that emergency procedures are reviewed with students and supervisors prior to the excursion and upon arrival at the destination.
- 4.5.15 Ensure that a Board employee remains with any student who requires medical attention.
- 4.5.16 Complete a student/teacher accident report within 48 hours of an incident or as soon as possible upon their return to the school.

4.6 Students

- 4.6.1 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.
- 4.6.2 Act with reasonable care towards themselves and others during the excursion in order to contribute to a safe experience.
- 4.6.3 To be knowledgeable about and adhere to all safety and emergency procedures during the excursion as directed by the teacher/organizer.
- 4.6.4 Pay the full cost or part of the cost of any out-of-classroom activity.

4.6.5 Submit all required forms in a timely manner.

4.7 Parent(s)/Guardian(s)

4.7.1 To attend all excursion meetings.

4.7.2 To approve their child's participation if their child is under the age of 18 years.

4.7.3 To complete all required information on forms.

4.7.4 To understand their responsibilities with regard to behaviour consequences, i.e. alcohol consumption.

4.7.5 To understand the procedures with regard to emergencies (i.e.: medical, lockdown, evacuation, etc.).

5. DEFINITIONS

5.1 Commercial Trip – Not Allowed

- Organized outside of school time, by Board staff or others, 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.

5.2 Level 1 Excursion

- Organized by classroom/program teacher;
- Duration of no more than one day; and,
- Includes co-curricular and general sightseeing activities/sport activities such as swimming, skating, skiing, neighbourhood walks, theatre productions, science or art exhibitions or other such out-of-school event.

5.3 Level II Excursion

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

5.4 Level III Excursion

- Study tour/extended travel;
- Organized by school staff;
- An elective activity for students;
- 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.

5.5 Organizer

For the purpose of this policy the Organizer is a York Catholic District School Board employee who seeks approval for the out-of-class activity from the Principal and takes responsibility for planning the out-of-class activity.

5.6 Student

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 out-of-classroom activity.

5.7 Supervisor

For the purpose of this policy a Supervisor may be a York Catholic District School Board employee, an approved volunteer, or an employee at the facility where the out-of class activity takes place, whose responsibility is to oversee and guide the activities of the participant group.

6. CROSS REFERENCES

YCDSB Policy 112	Privacy and Personal Information Management
YCDSB Policy 202	Safe Schools: Student Discipline & Guidelines
YCDSB Policy 207A	Administration of Oral Prescription Medication to Elementary & Secondary Students
YCDSB Policy 207B	Administration of Non-Prescription Medication to Elementary Students
YCDSB Policy 208	Student Disability Accommodation
YCDSB Policy 209	Protection of Students with Anaphylaxis
YCDSB Policy 218	Code of Conduct
YCDSB Policy 312A	Texts and School Supplies & Supplementary Student Fees - Elementary
YCDSB Policy 312B	Texts and School Supplies & Supplementary Student Fees - Secondary
YCDSB Policy 318	Personally Owned Electronic Devices (PEDS)
YCDSB Policy 423	Conflict of Interest for Employees
YCDSB Policy 501	Respectful Workplace
YCDSB Policy 608	Volunteers in Schools
YCDSB Policy 802	Purchasing, Lease & Rental of Goods & Services
YCDSB Policy 803	School Generated Funds
YCDSB Hospitality & Gift Guidelines (posted on Board Website)	
YCDSB Guidelines for School Generated Funds	
YCDSB Records Management Program User Manual	
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

Admin. 16B-3A	Acknowledgement and Authorization - Required for Level III Excursions
Admin. 16B-3B	Release & Indemnification Form for Education Trips (For Students Over 18 Years)
Admin. 16B-4	Medical Information and FOI - Required for Level III Excursions
Admin. 16B-5	Letter of Agreement - Required for Level III Excursions
Admin. 16B-6	Consent for Student to Travel Abroad – Required for Level III Excursions
Admin 16B-7	Emergency Evacuation Response Guide
Admin 73	Informed Consent/Permission for Education Trips – Elements of Risk: Activity Specific
Admin 74	Volunteer Driver – Authorization to Transport Students
Admin 75	Informed Consent/Permission for Education Trips – Elements of Risk: General
Admin 79	Informed Consent/Permission for Ski/Snowboard Excursions
OSBIE Winter Sports Package Forms	

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SECTION B: GUIDELINES

The Board's procedures, an addendum to this policy, have been developed and shall be implemented in strict adherence with the following 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 Students 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 student taking part in any out-of-classroom activity have appropriate insurance coverage from either:
 - the Student 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

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

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 students (recommended)
- 2.3 Excursion organizers 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 students 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 students to travel in a private vehicle. (See Admin. 74)