



York Catholic District School Board

**PROCEDURE:
EDUCATIONAL OUT-OF-CLASSROOM ACTIVITIES**

Addendum to Policy 303: Educational Out-of-Classroom Activities

Effective: January 2015

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 these procedures is to reflect the Board's commitment to the safety and well-being of all students and staff while participating in out-of-classroom activities.

RATIONALE

The Board is committed to supporting approved educational out-of-classroom activities for all students organized by school staff and designed to enhance learning and faith development.

1. 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;
 - emergency procedures;
 - supervision ratio; and,
 - communication to parents including required forms.
3. Submit Admin 16 and program plan to school Principal for approval, keep on file in school office and make available for audit purposes. Estimated cost for each student shall reflect the actual cost of the excursion.
4. Prepare for the excursion including:
 - Communicate to:
 - i) Students
 - details of the excursion including values and expectations of the activity,
 - dress and behaviour expectations;
 - potential safety or risk concerns;
 - emergency procedures;
 - meal arrangements;
 - protocol for using electronic devices such as cell phones and i-pods;
 - parameters for spending money (where necessary);
 - ii) Parents /guardians through a newsletter/memo;
 - iii) Colleagues (where teaching or supervision schedules may be impacted);
 - Assign students to groups;
 - Make alternative curriculum arrangements for students 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 students into the School Bank Account;
- Finalize supervision ratio;
- Knowledgeable about emergency procedures;
- Strictly adhere to emergency procedures;
- First Aid - carry a kit;
 - plan for those students who have a medical condition including those students carrying an epi-pen; and,
- Leave parent/guardian contact information at the school office.

5. Excursion

- Review with supervisors:
 - schedule and details;
 - responsibilities;
 - emergency procedures, and,
 - provide a list of students in their group;
- Leave contact number (cell phone number) and itinerary with school office;
- Carry copies of essential documentation on your person; and,
- 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:
 - Students:
 - purpose and itinerary;
 - clothing and behaviour expectations;
 - potential safety or risk concerns;
 - emergency procedures;
 - meal arrangements;
 - expectations for using electronic devices such as cell phones and i-pods;
 - parameters for spending money (where necessary); and,
 - assign students 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; and,

- Colleagues:
 - where teaching or supervision schedules may be impacted.
 - All funds collected from students 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.
 - Emergency Procedures
 - review location of all emergency exits in the hotel/overnight location;
 - review hotel/overnight location's procedures for fire/emergency evacuation and secure a print copy of such, if available;
 - conduct a meeting with students to inform them of emergency evacuation procedures; location of exits, and a rendezvous/meeting location outside of building/location;
 - instruct students to secure the necessary outerwear, only if deemed safe, to keep warm; exit the location quickly and orderly; and,
 - identify a location where supervisors and students will meet if an emergency occurs during unstructured time (applies to intermediate/senior students only).
 - First Aid
 - carry an emergency kit and medical log (Form S17) and plan for those students who have a medical condition including those students carrying an Epipen; and,
 - 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 students in their group.
 - Arrange alternative curriculum for students who will remain behind - location, program;
 - Prepare detailed lists of students 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 procedures as outlined above, gathering point;
 - expectations during supervised and free time; and,
 - how to contact teacher or supervisor if an emergency arises.
 - Carry out the excursion in keeping with Program Plan and itinerary.
6. Post - Excursion
- Review outcomes/value of the excursion;
 - Feedback from students 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, Emergency Guidelines and itinerary;
- Students 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 student 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 students as possible;
- Unless prior arrangements are made, all students 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 students 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; and,
- 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 student 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; and,
- All funds collected from students must be deposited into the School Bank Account.

1.1 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; and,
- All participants must provide proof of travel insurance prior to being approved for participation in the excursion.

2. **RESPONSIBILITIES – Specific to Level III Excursions**

2.1 Superintendent of Education

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

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 students, other staff, parents and volunteers receive appropriate information about the tour;
- Ensure that all activities are safe and comply with all Board Policies, Emergency Procedures/Guidelines, as well as OPHEA guidelines, where appropriate;
- 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 students;
- 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, emergency procedures and curriculum relevance;
- Encourage students 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 students regarding strategies to deal with their school-absence responsibilities;
- Plan and provide an appropriate program for students who do not participate in the tour;
- Liaise with other teachers in terms of missed classes, missed work and assignments; and,
- Excursion planners, organizers and supervisors must sign a waiver letter indicating that they will not accept in-kind benefits from a tour operator (Admin. 16B-5).

2.4 Students

- Attend all information meetings;
- Complete and submit all required forms within given timelines;
- Understand that while on an excursion, students 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;
- Knowledgeable about emergency procedures;
- Strictly adhere to emergency procedures;
- 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 student 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.

- 3.1 Complete the Out-of-Classroom Program Plan.
- 3.2 Submit the Program Plan to the School Principal who will review the plan then forward it to the Superintendent of Education.
- 3.3 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 student 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 emergency evacuation or medical emergencies, 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 student medication, and first aid kit; and
 - Confirm that all students and supervisors have acquired necessary travel documents (passport, immunization, etc.);
 - Ensure that students understand the importance of planning ahead to maintain academic performance prior to and after the excursion;
 - Prepare a student package that includes
 - assignments to be completed before, during and after the tour (scrapbooks, photos, research data, etc.),
 - list of students and supervisors,
 - itinerary, tour highlights, maps,
 - packing list, hotel room list,
 - transportation arrangements,
 - code of conduct and possible consequences for violation of expectations,
 - information on emergency evacuation or medical emergencies,
 - information on local currency, customs information and care of travel documents during the tour, and
 - dress code for special events.
 - Prepare a package to be left with the Principal that includes:
 - all items in the student package,
 - tour company information (phone numbers, fax, email, etc.),
 - supervisor responsibilities,
 - information on emergency evacuation or medical emergencies,
 - complete itinerary/destination information,
 - student medical summaries, photocopies of all passports and birth certificates, and
 - insurance phone numbers.
- 3.5 During the tour, all participants shall follow the itinerary as agreed.
- 3.6 Following the tour students and staff shall ensure that post-tour activities are completed as per the tour plan.

Addendum: Cancellation of a Level III Excursion

Where there are concerns regarding safety in the country/location of destination:

- immediately contact the Principal, Superintendent of Education and the tour operator to review the situation,
- call a meeting of all participants to review the issue and to decide whether the tour shall proceed under the original plans, be modified, rescheduled or cancelled if warranted, and
- work with the tour operator to facilitate rescheduling and/or repackaging tour with a view to minimizing financial loss to the participants if a tour is rescheduled.



York Catholic District School Board

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 students have the appropriate identification?

The Board's Insurance Coordinator is available to assist with addressing risk management questions and/or concerns.

Reviewed by School Principal

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 <i>including water related activities</i> 	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 - <i>Current First Aid Certification by at least one organizer / supervisor depending on the nature of the out-of-classroom activity</i>
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, 16B-7 (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 - <i>Current First Aid Certification by at least one organizer / supervisor</i>
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 16-B7, 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. - <i>Current First Aid Certification by at least one organizer / supervisor</i>



**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 and 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. 16B-7 Emergency Evacuation Response Guide		
Admin 73 Informed Consent/Permission for Education Trips- Elements of Risk: Activity Specific Admin 74 Volunteer Driver Authorization YCDSB Policy 608: Appendix A – Volunteer Offence Declaration & Appendix B – Confidentiality Agreement 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 -at least one organizer / supervisor with current qualifications (may be a YCDSB employee; a volunteer in a supervisory capacity; or an employee where the out-of-class activity is taking place)		
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)		
Student 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.



EDUCATIONAL OUT OF CLASSROOM ACTIVITIES
EMERGENCY EVACUATION RESPONSE GUIDE

Name of School _____
Destination(s) _____
Teacher/Organizer _____
Date Submitted _____

ITEMS FOR SCHOOL LEVEL PROCESSING AND SUBMISSION TO SUPERVISORY OFFICER

LEVEL II & III COMPLETE & ATTACH

- Admin. 16
- All required items from Planning Checklist (Appendix 3).

EMERGENCY CONTACT LIST FOR LEVEL II & III OUT OF CLASSROOM ACTIVITIES

(NOTE: A separate Emergency Evacuation Response Guide is to be submitted for each major city being visited)

Principal Contact Information: Home _____ Cell _____ Email _____

Local Police Address and Telephone Number: _____

Local Ambulance Telephone Number: _____

Local Emergency Services Telephone Number: _____

Canadian Consulate Address and Telephone Number: _____

Alternate Consular Contact Information: _____

Note to Teacher(s)/Organizer(s):

1. The information must be submitted a minimum of six weeks (Level II)/three months (Level III) before intended departure.
2. The excursion will not be considered or approved unless all required sections/steps have been completed.

(Principal Signature)

(Date)

(Superintendent of Education Signature)

(Date)