



YORK CATHOLIC DISTRICT SCHOOL BOARD

BOARD POLICY	
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POLICY TITLE: SCHOOL ORGANIZED AND CONTINUING EDUCATION EXCURSIONS

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, excursion can enhance the learning of students. The purpose of this policy is to endorse such excursions as valuable extensions of the curriculum and to provide the parameters and guidelines under which they may occur.

2. POLICY STATEMENT

It is the policy of the York Catholic District School Board to solely support approved educational excursions designed to enhance our students' learning and faith development and ensure equitable and inclusive participation for all students.

3. PARAMETERS

3.1 Educational excursions:

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 Shall provide accommodations to support student participation, making every reasonable effort to prevent and remove barriers that impede any individual from participating fully and completely in accordance with the *Accessibility for Ontarians with Disabilities Act*.
 - 3.1.4 May be cancelled where participation numbers, as previously determined by the Principal and excursion organizer, are not met.
 - 3.1.5 May be revised, 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.
 - 3.1.6 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.
 - 3.1.7 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.
 - 3.1.8 Shall ensure that attendance at Sunday Eucharist is part of the planned activity when students are away from home on Sundays.
 - 3.1.9 Shall have obtained required approvals prior to the organization/promotion of the activity.
 - 3.1.10 Shall be on a cost-recovery basis for excursions that are considered to be voluntary enhancements to the curriculum.
- 3.2 Alternative activities shall be provided for those students who choose to remain at school.
- 3.3 Level I Excursion documentation shall be retained at the school for one year beyond the date of the event.
- 3.4 Level II and III Excursion documentation shall be retained at the school department for two years beyond the date of the event.
- 3.5 Approval for overnight excursions shall not be granted to JK to Grade 3 students.
- 3.6 Overnight excursions for Grade 4 – 6 students shall be approved by the Superintendent on an individual basis.
- 3.7 In elementary schools where a non-staff member has coached extra-curricular teams and/or bands and has been approved by the Principal to travel with the assigned supervisors, supervisors shall acknowledge that at all times priority must be given to the supervision and safety of York Catholic District School Board students.

3.8 Volunteers are not to supervise Level III excursions.

3.9 The Principal of a secondary school shall obtain supervisors from the following groups, in this order;

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3.9.1 The school's teaching staff;

3.9.2 The school's non-teaching staff that work directly with students attending the excursion;

3.9.3 Another YCDSB school's teaching staff; and,

3.9.4 A supervisor determined in consultation with the Superintendent.

3.10 An assigned supervisor shall not bring family members on any planned excursion.

3.11 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.

3.12 A student may be denied participation in an educational excursion, or returned early from the excursion, 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.

3.13 As per the intent of the YCDSB Hospitality & Gifts Guidelines, excursion planners, organizers and supervisors and any other board employees, shall not accept monetary, and/or gift-in-kind benefits (including travel points) 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.

3.14 Weather and road conditions must be conducive to travel before students leave.

3.15 Neither the Board, nor its agents, will authorize or approve Commercial trips.

4. RESPONSIBILITIES

4.1 Director of Education

4.1.1 To oversee compliance of the School Organized and Continuing Education Excursions Policy and related Guidelines.

4.1.2 Ensure that no staff benefits personally or is in a position of conflict as delineated in Policy 423 *Conflict of Interest for Employees*.

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.

4.2.3 Ensure that no staff benefits personally or is in a position of conflict as delineated in Policy 423 *Conflict of Interest for Employees*.

4.3 Superintendent of Education: Curriculum & Assessment

4.3.1 To oversee Continuing Education excursions.

- 4.3.2 To ensure that transparent and fair Human Resources staffing procedures are followed accurately for all summer school courses including those that are delivered overseas.
- 4.3.3 Report Level III excursions to the Board, as required.
- 4.3.4 Ensure that no staff benefits personally or is in a position of conflict as delineated in Policy 423 *Conflict of Interest for Employees*.

4.4 Purchasing Department

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

4.5 Principals

- 4.5.1 Ensure that staff members are familiar with, and adhere to this policy and related procedures when planning an excursion.
- 4.5.2 Ensure that the proposed activity reflects/ties into the curriculum, is safe, and, where appropriate, complies with Ontario Physical Health and Education Association (OPHEA) guidelines.
- 4.5.3 Ensure that all documentation is submitted and approved, as required.
- 4.5.4 Ensure that excursions meet the Board's expectations regarding equity and accessibility among students such that all students, regardless of disability related need, are given an opportunity for access to the excursion.
- 4.5.5 Ensure that contracts and/or forms provided by tour operators or program operators are reviewed by the Board's Insurance Coordinator prior to approval.
- 4.5.6 Ensure that no staff benefits personally or is in a position of conflict as delineated in Policy 423 *Conflict of Interest for Employees*.
- 4.5.7 Shall give careful consideration to any special needs students when trips are planned recognizing that additional supervisors may be warranted depending on the nature of the trip, the composition and size of the class and the distance/duration of the trip.
- 4.5.8 Ensure that all volunteers, in elementary schools, who will be performing supervisory duties for Level II excursions 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. Volunteers are not to supervise Level III excursions.
- 4.5.9 Ensure that all trip participants, volunteers, in elementary schools must meet the criteria outlined in parameter 3.7 and receive appropriate information about the activity.
- 4.5.10 May deny student participation in an educational excursion 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.
- 4.5.11 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).
- 4.5.12 Assume responsibility to revise, shorten, cancel or terminate an excursion 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.

- 4.5.13 Provide Parent(s)/Guardian(s) with information regarding the refund policy in case of a trip cancellation or interruption.
- 4.5.14 Contact the Parent(s)/Guardian(s) if an emergency occurs during an excursion or a change in excursion itinerary is necessary.

4.6 Teacher/Organizer

- 4.6.1 Plan and organize excursions that provide a worthwhile and safe curriculum/course related experience for students.
 - 4.6.2 Ensure that no staff benefits personally or is in a position of conflict as delineated in Policy 423 *Conflict of Interest for Employees*.
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- 4.6.3 Ensure additional planning, safety measures and increased supervision are undertaken when planning an excursion involving students with special needs.
 - 4.6.4 Discuss with Principal the financial details of the excursion including whether or not out-of-pocket expenses will be reimbursed for supervisors.
 - 4.6.5 Where excursions may contain a component of risk, refer to Appendix 1 and complete the Elements of Risk section of Admin. 73.
 - 4.6.6 Complete and submit documentation to the Principal as required.
 - 4.6.7 Communicate appropriate information, including curriculum relevance, to all stakeholders.
 - 4.6.8 Adhere to the approved itinerary.
 - 4.6.9 Accepts—the responsibility for student supervision and safety as the primary aspect of the role of supervisor and communicates—same to all other approved supervisors.
 - 4.6.10 Ensure that completed copies of all documentation are received and filed with the school Principal.
 - 4.6.11 Copy and take essential documents including medical insurance information and emergency contact information on the excursion.
 - 4.6.12 Liaise with other teachers in terms of missed classes.
 - 4.6.13 Plan an appropriate program for those students who do not participate in the excursion.
 - 4.6.14 Recommend to the Principal to revise, 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.
 - 4.6.15 Contact the Principal and Parent/Guardian immediately if an accident occurs during an excursion.
 - 4.6.16 Contact the Principal if an emergency occurs during an excursion or a change in excursion itinerary is necessary.
 - 4.6.17 Ensure that safety and emergency procedures are reviewed with students and supervisors prior to the excursion and upon arrival at the destination.
 - 4.6.18 Ensure that a Board employee remains with any student who requires medical attention.
 - 4.6.19 Complete a student/teacher accident report within 48 hours of an incident or as soon as possible upon their return to the school.
 - 4.6.20 Ensure that the supervision guidelines are being enacted for the duration of the excursion, including the return trip.

4.7 Students

- 4.7.1 Comply with Policy 202 *Safe Schools – Student Discipline* and Policy 218 *Code of Conduct* and the expectations of all services/agents providing a component of the excursion.
- 4.7.2 Act with reasonable care towards themselves and others during the excursion in order to contribute to a safe experience.
- 4.7.3 Be knowledgeable about and adhere to all safety (i.e., instructions, conduct, expectations of staff and specific venue) and emergency (i.e., medical, lockdown, evacuation, etc.) procedures during the excursion as directed by the teacher/organizer.
- 4.7.4 Pay the full cost or part of the cost of any excursion.
- 4.7.5 Submit all required forms in a timely manner.

4.8 Parent(s)/Guardian(s)

- 4.8.1 Attend all excursion meetings.
- 4.8.2 Approve their child's participation if their child is under the age of 18 years.
- 4.8.3 Complete all required information on forms and submit forms in a timely manner.

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- 4.8.4 Understand their responsibilities with regard to behaviour consequences, i.e., alcohol consumption, drugs, non-compliance of safety and emergency procedures.
- 4.8.5 Understand the safety procedures of the excursion/out of class experience (i.e.: instructions, conduct, expectations of staff and specific venue) and 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, and/or other staff members' 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 excursions/sport excursions 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 1,000 kms from the school; and,
- May include 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 or the YCDSB Continuing Education Department (overseas credit courses);
- An elective activity for students;
- Greater than 1,000 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 excursion.

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5.7 Supervisor

For the purpose of this policy a Supervisor may be a York Catholic District School Board employee or an approved volunteer whose responsibility is to oversee and guide the activities of the participant group for the duration and return from the excursion.

5.8 Volunteer

A volunteer is an individual who agrees to undertake working alongside, or under the direct supervision of a YCDSB employee, without pay, a designated task that is compliant with current legislation requirements and collective agreements. A volunteer supports a classroom, school or system-wide program under the ultimate responsibility of the principal at the school level. A volunteer is an optional support, the use of whom reflects decisions made at the school level.

6. CROSS REFERENCES

YCDSB Policy 112 [Privacy and Personal Information Management](#)

YCDSB Policy 202 [Safe Schools - Student Discipline](#)

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 [Textbooks Program Enhancement Fees or Replacement of Materials - Elementary](#)

YCDSB Policy 312B [Textbooks, Program Enhancement Fees or Replacement of Materials - Secondary](#)

YCDSB Policy 423 [Conflict of Interest for Employees](#)

YCDSB Policy 425 [Workplace Harassment](#)

YCDSB Policy 608 [Volunteers in Schools](#)

YCDSB Policy 613 [Equity & Inclusive Education](#)

YCDSB Policy 802 [Purchasing, Lease & Rental of Goods & Services](#)

YCDSB Policy 803 [School Generated Funds](#)

[YCDSB Hospitality & Gift Guidelines](#)

[YCDSB Guidelines for School Generated Funds](#)

YCDSB Records Management Program User Manual

[Accessibility for Ontarians with Disabilities Act](#)

[OPHEA](#) (Ontario Physical & Health Education Association) Physical Education Safety Standards

YCDSB [Procedure School Organized and Continuing Education Excursions](#)

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 75B Informed Consent/Permission Form for Skating Excursions Admin 75C

Informed Consent/Permission – Water-Based Activities-In, Near or Over Water

Admin 75D Informed Consent/Permission – Water-Based Activities – On Water

(Boating/Watercraft)
Admin 79 Informed Consent/Permission for Ski/Snowboard Excursions OSBIE
Winter Sports Package Forms

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POLICY TITLE: SCHOOL ORGANIZED AND CONTINUING EDUCATION EXCURSIONS

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, cancellation or interruption insurance on behalf of persons participating in out-of-classroom excursions.
- 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 excursion 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: Volunteers may be used to meet ratio expectations, subject to Policy 608 *Volunteers in Schools*.

2.2 Level III Excursions

1 adult to 12 students (recommended), (Volunteers are not to supervise Level III excursions as stated in parameter 3.8).

2.3 Excursion organizers shall endeavour to have male and female supervisors.

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

3. TRANSPORTATION

3.1 Transportation for excursions 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 being 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)

