

**ST. CLAIR CATHOLIC DISTRICT SCHOOL BOARD
POLICIES AND PROCEDURES
SECTION B: ADMINISTRATION**

| EDUCATIONAL EXCURSIONS | PROCEDURE |
|--|------------------|
| EFFECTIVE: 2000 12 01/ 2002 05 28/ 2002 12 01/ 2004 09 01/ 2007 05 22/ 2012 04 25 / 2013 04 23/ 2014 11 04/ 2015 01 05/ 2019 06 18 | |

ADMINISTRATIVE PROCEDURES

In monitoring excursions, the St. Clair Catholic District School Board and its agents shall comply with all statutory duties, including the duty to provide instruction and adequate accommodation for students and ensure that every activity is conducted in accordance with the Education Act and related regulations. The Board assumes no responsibility or liability for activities or events that do not comply with the requirements outlined in this document. Teachers shall not become involved in student activities or events that do not meet the requirements outlined in this document.

1.0 Responsibilities

- 1.1 The Supervisory Officer shall give approval for excursions that are high risk in nature, involving water activities, overnight stays, or travel out-of-province or out-of-country which meet policy expectations.

- 1.2 The principal shall:
 - a) submit a request for superintendent approval of Educational Excursion Request Form (Appendix 1) to the appropriate Superintendent of Education at least 6 months prior to the excursion for trips in the following categories:
 - i) Overnight – one or more nights (NOTE: activities related to school athletics will be submitted at the earliest possible time for approval prior to departure)
 - ii) Air travel or water travel
 - iii) Unconventional land travel: bike, snowmobile, horse
 - iv) Travel in holiday periods – including weekends.
 - b) the principal shall approve all educational excursions which will be completed within the school day or an extended school day but not continuing overnight, and involving conventional land travel. An Educational Excursion Request Form (Appendix 1) must be completed by the teacher and signed by the principal. Curriculum expectations must also be included as part of the application process and submitted with the Educational Excursion Request Form. Excursions to staff residences are not permitted.
 - c) review the excursion policy and follow defined procedures. The principal shall ensure that he/she has reviewed the appropriate excursion checklist in order to facilitate adequate preparation, follow-up and contingency plans.
 - d) make the decision to approve or not approve any excursion and participants, including those requiring additional approval from superintendents of education. The principal may wish to consult the superintendent of education or centrally assigned teachers before making a decision.

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- e) ensure that the school staff has received appropriate training regarding excursions.
- f) require a written informed consent form from all parents/guardians of students who are participating, prior to departure. All required Permission Forms need to be issued, completed, returned, and kept on file in the office (Appendix 2). Where the child is subject to a joint custody order, the consent of both parents is recommended.
- g) must ensure all excursions are in accordance with Equity and Inclusive Education.
- h) must ensure adequate supervision under the direction of a teacher or employee of the Board.
- i) shall approve all supervisors. "Supervisors" are teachers or other adults, who leave with our students, accompany our students, and return with our students.
(Refer to Section D Policy – Volunteer Policy).
- j) must ensure parents are made aware of the guidelines and procedures that are to be followed by schools for the safety and supervision of the students participating in learning experiences off the school property.
- k) will adhere to Section B Policy - Transportation of Students for Curricular and Extra Curricular Activities. **The use of 15 passenger vans is banned for any excursion.**
- l) be available, or assign a designate to be available by telephone, cellular telephone, or other wireless means of communication to teachers in case an emergency arises at any time during the excursion.
- m) adhere to Section B Policy – School Managed Funds, Section B Policy – Student Fees
- n) consider, in determining whether a student shall be permitted to participate in an excursion:
 - i) if a student has a serious medical condition; and/or the administration of medication is too complicated
 - ii) if a student has engaged in serious misconduct, including breach of the school Code of Behaviour.
- o) if more than one classroom or group of students is travelling together, the principal shall designate an excursion leader on the trip.

1.3 The teacher must:

- a) complete an Educational Excursion Request Form (Appendix 1) and submit for approval.
- b) In the case of high risk and/or out of country excursions the teacher must complete the planning checklist and review it with the principal. Teachers will not deviate from an approved itinerary or program except when required for emergency or safety reasons. If an alternative program or destination is being considered, then this should be part of the original plan, which is submitted to the parent/guardians. If a group's return is significantly delayed, then the teacher will telephone the school and the school will notify the parent/guardians. A phone tree should be established prior to departure.
- c) provide for appropriate educational activities at school for students who will not be participating in the excursion.
- d) make every effort to inform students, and custodial parents, of details of the excursion, including costs, deposits, refunds, non-refundable costs, behavioural expectations, and any risks associated with the excursion, in Parent/Guardian Permission for Excursion (Appendix 2). The teacher, in consultation with the principal, shall hold parent information sessions when overnight excursions are planned, in order to outline the educational purpose, explain risks, and answer any questions.

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- e) with due regard for student confidentiality, the teacher in charge of the excursion shall inform all supervisors of relevant medical concerns for individual students and the corresponding safety plan(s). The Trillium “Medical Information List” must be requested from the school secretary prior to the excursion.
- f) for overnight excursions, the teacher will seek relevant medical information about each student and also permission to seek medical attention in the event of an emergency (see Trillium Health and Accident Form, Student Data Verification Form and Parent/Guardian Permission for Excursion Form (Appendix 2). The teacher must ensure that medical information is kept confidential.

1.4 Volunteers shall:

- a) adhere to the policies and practices of the Board and shall work under the supervision of the principal and the teachers of the school for the duration of all excursions.

1.5 Students shall:

- a) adhere to the Board’s Student Discipline Policy and the school’s Code of Conduct for the duration of all excursions. Students who fail to adhere to the Code of Conduct while on excursions will be subject to the same consequences as if the students were in attendance at school during regular school hours.
- b) continue to be responsible for their conduct to the principal while on excursions, and while travelling to and from excursions. Students will be responsible to follow the directions and supervision of the supervisor-in-charge, teachers, or any volunteers acting as supervisors on the excursion.
- c) be responsible for any applicable losses or costs should they engage in misconduct, including a breach of the school’s Code of Conduct. This could include cost for transportation home or for damages resulting from misconduct.
- d) be responsible for completing any regular schoolwork missed while on the excursion, within a reasonable length of time after the excursion, without penalty.

2.0 Expectations:

2.1 All planned excursions shall prioritize the safety of students.

2.2 Every effort shall be made to ensure that the excursion is appropriate to the age, maturity, experience, health, skill, physical abilities and exceptionalities of the participant. Careful consideration and preparation in relation to excursion planning shall include the following: funding, costs, training, travel, supervision, risk management, contingency planning and evaluation.

2.3 The written informed consent of custodial parents shall be obtained for all excursions, using Parent/Guardian Permission for Excursion (Appendix 2) (or the appropriate Athletics Form). Students aged 18 and over may consent on their own behalf. Where the written informed consent of custodial parents cannot be obtained, the student shall be excluded from the excursion unless the principal, having regard to all the circumstances, determines that it is appropriate to allow the student to participate, has verbal permission from the custodial parents, and the activity is not high-care, overnight, or outside the local area of the school.

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- 2.4 Signed Permission Forms must be stored in a secure location by the school for a minimum of one year.
- 2.5 Parent information sessions must be convened when overnight excursions are planned, in order to outline the educational purpose, to highlight potential risks, identify mitigating factors, and to receive informed consent (APPENDIX 7).
- 2.6 From time to time, organizations may require the participants in an excursion to complete a Waiver and/or Release Form prior to participating in the excursion activities. These forms contain legal language releasing the organization and its officers, directors, agents, and employees from any and all liability. Where an organization requests that a Waiver and/or Release Form be signed, the principal shall submit the forms to the superintendent of education, prior to the excursion, for approval. Any waivers required for an excursion can only be signed by a parent/guardian or a student if he/she is 18 years of age or older.
- 2.7 While on excursions, and while travelling to and from destinations, students will continue to be responsible to the principal for their conduct. Students shall comply with their obligations under section 23 of Regulation 298 of the Education Act, including the following:
- a) exercising self-discipline;
 - b) accepting such discipline as would be exercised by a kind, firm, and judicious parent;
 - c) being courteous to fellow pupils and obedient and courteous to teachers;
 - d) being clean in person and in habits;
 - e) show respect for school property;
 - f) students shall adhere to Board policy that prohibits tobacco, the use of alcohol, and the non-medical use of drugs at all school activities, whether they take place inside school or off school property on excursions;
 - g) students are expected to be prepared for the excursion and adhere to excursion expectations;
 - h) students shall follow the directions of teachers and other supervisors during the excursion.
- 2.8 The use of non-prescription drugs, alcohol and tobacco are forbidden on excursions by all participants including students, teachers and volunteers.
- 2.9 Custodial parents are responsible for any applicable losses or costs should their child engage in misconduct, including a breach of the Board and School Code of Conduct. This could include lost deposit fees, costs for transportation home, or for damages resulting from misconduct.
- 2.10 Any excursion, except for co-instructional excursions (extra-curricular activities), must have curricular relevance in order to be considered for approval. As part of the approval application, excursion organizers must include specific reference to the Ontario Curriculum and the Ontario Catholic Graduate Expectations.
- 2.11 An appropriate and related program, including any assessments, shall be planned for all students who do not participate in the excursion. Conversely all students participating in an

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excursion shall be allowed to complete any assignments or assessments missed due to the excursion within a reasonable time after the excursion and without penalty.

- 2.12 When an educational excursion includes a Sunday, it is expected that arrangements are made to ensure that all participants attend Mass.
- 2.13 Same day trips to Michigan will be regarded as international trips for the purpose of this policy and as such principals must ensure that all pertinent identification and liability/insurance papers are on file for out of country health insurance and to meet customs/immigration regulations.
- 2.14 Tour operators must provide complete tour package. Tour operators 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. Tour operators must be willing to shorten, cancel or terminate an excursion at any time, if in the opinion of the superintendent and the principal; the tour cannot proceed or be completed in a safe or satisfactory manner.
- 2.15 Teachers and Board employees shall not accept monetary and/or gift-in-kind benefits from any tour operator with the exception of travel, accommodation and meals included in the tour package for individuals leading or chaperoning the program in order to comply with prescribed supervision requirements.
- 2.16 For any extended and/or overnight excursions in which students of both sexes are involved, adult supervisors of both sexes must be present.
- 2.17 At least one adult supervisor on the excursion must be a certified teacher from the school involved. The term 'certified teacher' refers to any employee of the Board who falls within the term 'teacher' as defined in the Education Act and is a member in good standing of the Ontario College of Teachers.
- 2.18 Any educational field trips or excursions that require specialized expertise (i.e. canoeing, wilderness hiking/camping, ski excursions, outdoor experience programs, swimming activities, etc.) must be supervised by a certified teacher with qualifications in the specialized activity (as per OPHEA Physical and Health Education guideline).

All employees and volunteers of the St. Clair Catholic DSB shall adhere to the procedures and guidelines identified in the current OSBIE School Board / Snow Resort Safety Guidelines for Out-of-School Trips for Winter Sports Education Programs.

High Risk activities including but not limited to, downhill skiing, snowboarding, rafting and small motorized boating are inconsistent with the high standard of safety required of all educational programming. For any other proposed field trips involving a heightened safety risk, organizers must conduct an OSBIE risk assessment www.osbie.on.ca and provide this to the principal. A parent meeting will be conducted for all excursions deemed to be High Risk to highlight potential risks, identify mitigating factors and to receive informed consent (see Appendix 7).

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- 2.19 For canoe, sailing or kayaking programs, the swimming ability of each student participant must be documented by the teacher in charge. All students must wear CSA lifejackets when on the water. Instruction in canoeing must be provided by an Ontario Canoeists Association certified instructor (OCA). Training must be given in map reading and compass use.
- 2.20 For excursions to destinations outside of Canada, the supervisory officer, the school principal and trip planners must consult the federal government's Foreign Affairs and International Trade website www.voyage.gc.ca to determine if a travel warning exists for the proposed destination. Approval will not be granted for destinations when the government of Canada has issued a travel advisory to a location where the safety and security of Canadians might be compromised. Excursions to destinations with a lower level of risk may also be prohibited, should the supervisory officer conclude the trip is inconsistent with the high standard of safety required of all educational programming. The teacher shall ensure that participants have the appropriate visa, proof of citizenship, passports, Ontario Health Card number, and out-of-country health/accident/travel insurance requirements, as required for each student and staff member for all out-of-country excursions. The teacher will check with the Consular Affairs website www.voyage.gc.ca for specific requirements for the destination.
- 2.21 Commercial excursions, out-of-country excursions, and student tours shall be arranged through a travel agent or travel wholesaler duly registered under the Ontario Travel Industry Act.
- a) the teacher shall confirm that the travel agent or travel wholesaler is duly registered under the Travel Industry Act by obtaining its registration number, either directly from the travel agent or travel wholesaler, or by contacting the Registrar appointed under the Travel Industry Act. All travel agents must possess a licence issued by the Travel Industry Council of Ontario (TICO). Contact TICO to verify the authenticity of such licences.
 - b) staff and students participating in a commercial excursion, out-of-country excursion or student tour shall be covered by an insurance package that includes the following types of insurance (where applicable):
 - i) repatriation;
 - ii) cancellation;
 - iii) health;
 - iv) baggage;
 - v) accident.
 - c) all excursion contracts must contain the following clause: "Despite any other agreement, oral or written between the parties, the agent will fully refund within 30 days all monies paid for hotel, flight, transportation, deposits, or other services if the principal notifies the agent that, in the opinion of the Board, it is unsafe for the trip to proceed. The principal shall make the students and their custodial parents aware in writing of the travel agency's or travel wholesaler's policy regarding refunds.
 - d) in the case where the deposit is non-refundable, the custodial parents/students must agree that the Board is not liable for the loss of deposit.

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- e) travel agencies or travel wholesalers who arrange for transportation shall ensure that such transportation complies with the Board insurance requirements.
 - f) all cheques for payment of students' travel costs should be made payable directly to the travel agency or travel wholesaler. Cheques shall not be made payable to the teacher, the school, or the Board. However, the teacher may act as a conduit by collecting cheques and forwarding them to the travel agency or travel wholesaler. The total cost paid by students shall be reported to the Manager - Financial Services.
 - g) the teacher shall ensure that all notices and/or advertisements for the excursion identify the registered travel agent or travel wholesaler through whom travel arrangements are being made. All notices and/or advertisements shall also include the registration number of the travel agent or travel wholesaler
 - h) a signed Elements of Risk Form (Appendix 9) shall be obtained
- 2.22 For overnight, outdoor trips a safety management plan must be developed with copies for staff supervisors and a copy on file at the school office. At least one supervisor must hold current life-saving and first-aid qualifications. The trip supervisors will have advance knowledge of the area to be traversed, including on-site visitation.
- 2.23 For canoe trips
- a) prior to any sailing, canoeing or kayaking program the swimming ability of each student participant must be known by the teacher in charge. Parental confirmation of the student's ability to swim must be obtained in writing
 - b) all students must wear CSA approved lifejackets when on the water
 - c) instruction on canoeing must be given by an adult who holds certification as an instructor qualified by the Ontario Canoeists Association (OCA). Training must be provided in map reading and compass usage.
 - d) at least one supervisor must have the Ontario Recreational Canoeing Association Canoe Tripping Level 2 Certification or equivalent.
- 2.24 For approved school trips transporting students by watercraft, the school shall obtain confirmation by letter from the owner/operator verifying:
- a) sufficient weight appropriate approved lifejackets and/or PFDs (personal floatation devices) for the group and indicating the date of the most recent Ministry of Transportation inspection.
 - b) the operator must have liability coverage of at least \$1,000,000.
 - c) safety measures must be reviewed with students prior to the trip. The students must receive safety instructions from transport personnel upon boarding the vessel, before getting underway.
- 2.25 Billeting arrangements for students must be approved by the principal. Every effort must be made to ensure that students are entering a safe and secure environment, for example, through consultation with the principal of the hosting school and through host/parent meetings. Every effort shall be made to billet students in groups of two. The teacher in charge shall include information about the accommodation and/or billeting arrangements to the principal and parents/guardians including:
- a) the name of the individual with whom the student will be billeted

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- b) contact information, including the telephone number and address, of the individual with whom the student will be billeted
- c) whether any other students will be billeted with the student and
- d) any other pertinent information regarding the individual with whom the student will be billeted
- e) individuals billeting SCCDSB students must have children attending in the school that is hosting or sponsoring the event. Exceptions must be approved by the school principal
- f) the host family must have information which will allow them to contact the excursion leader at any time.

2.26 The St. Clair Catholic District School Board and its schools are not sponsors of, and assume no liability for non-approved, non-sponsored trips operated by commercial agents. Teachers should not become involved in trips with students from their own school unless the trip is officially approved by the school principal and school superintendent. Teachers involved in non-approved trips surrender their legal claim to the Board's liability insurance coverage and to Workers' Compensation Benefits. If teachers choose to conduct non-approved trips with students from their own or other schools (e.g. March Break, summer, ski trip, graduation parties) then they are advised to take out **substantial personal liability insurance policies**. The St. Clair Catholic District School Board assumes no liability or responsibility for non-approved student trips. No Board employee shall engage in the distribution of any literature on school property or use any equipment or property of the Board to organize, promote or discuss any excursions that do not comply with the requirements outlined in this document, or that have not been formally approved.

2.27 Certain excursion activities will not be approved, as they are deemed to be unsafe because of high or multiple risk factors. Examples of such activities include, but are not limited to: whitewater canoeing; whitewater rafting; parasailing; parachuting; gliding; hang gliding; bungee jumping; swimming parties at private or non-regulated pools, rivers, or lakes; hot-air balloon rides; scuba diving; and snorkelling.

Trips that do not reflect the curriculum, or do not have a clear educational purpose, or cannot be adequately supervised, will not be considered or approved. Examples of such activities include but are not limited to trips to amusement parks that involve large groups of students who are on their own for the day to enjoy rides.

2.28 No contract for travel or accommodation will be made until approval has been given by the principal or superintendent.

2.29 The safest means of transporting students is by school bus and as such, trip organizers are encouraged to use school buses to transport students. From time to time it is necessary to use such volunteer drivers. All use of volunteers and volunteer drivers must be consistent with Board policy. Students are not to travel individually to or from educational field trip/excursions unless it is approved by the school principal and the parent/guardian. *Refer to Transportation of Students for Curricular and Extra Curricular Activities Policy.

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Any vehicle rentals for the transportation of students shall be made under the name of the school Board and optional insurance coverage shall be purchased. Depending upon the capacity of the vehicle, special driver's licenses and specific aspects of the Highway Traffic Act may apply.

Senior high schools students, over age 18, may seek parental permission to travel off of school property as the driver of their own vehicle. Students are not permitted to transport other students during Board-approved excursions

- 2.30 In the case of severe weather conditions that may make travel hazardous, particularly on the highway, the principal and the teacher in charge have the ultimate responsibility for the safety of the students, and shall make a decision in these circumstances, whether to proceed or not proceed with the excursion. A check must be made for travel or weather advisories.
- 2.31 A general consent may be obtained annually giving parental/guardian approval for walking excursions to local sites – Walking Excursion Form – Immediate Community (Appendix 8). A letter should be sent home containing the details of such activities. Parents/guardians should receive reminders when students are leaving school property through newsletters, calendars, or notes to home.
- 2.32 The safety of students and staff on an educational field trip/excursion is of utmost importance. Principals and teachers should exercise their discretion in determining the appropriate level of supervision during an excursion, having regard to the following factors, among others:
- a) the risk level of the activity;
 - b) nature of the destination and/or travel;
 - c) safety gear;
 - d) the participants' special needs, skill level, competence and capacity;
 - e) the participants' ages and maturity.
 - f) additional supervision may be advisable where a student's exceptionalism warrants.
 - g) a sufficient number of adult supervisors must be provided. Ensure that there are male and female supervisors where appropriate. Supervision guidelines for principals and teachers are available at the Ontario Physical and Health Education Association (OPHEA) website as they relate to athletics and recreational activities. Please note that the ratios are suggested guidelines only:

| Grades | Elementary | Secondary |
|--------|--|--|
| Ratio | 1:10 at least Higher level of supervision for younger students or high risk | 1:15 Higher level of supervision for high risk activities |

- 2.33 All supervisors on an excursion must be made aware of students who require medications (epi-pen, inhalers) see Health Support Policy. The principal and classroom teacher planning the excursion will collaboratively make arrangements for students who have been identified as anaphylactic, requiring medication and special care.

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- 2.34 The principal and the teacher shall ensure that an appropriate formal contingency plan is part of every high care or overnight excursion. On such excursions, supervisors shall carry copies of the Emergency Action Plan for Injuries (Appendix 6).
- 2.35 In the case of emergencies, the trip supervisor should review the evacuation and emergency procedures. All injuries and/or accidents that occur on an educational field trip/excursion shall be reported to the school principal. In the event of a serious injury (an injury requiring medical treatment) or fatality, the incident shall be reported to the school superintendent by the principal. If a student is ill and/or injured or sent home because of disciplinary concerns, he or she should not be sent home unaccompanied. The trip organizer shall follow the reporting requirements of OSBIE and the Workplace Safety Insurance Board (WSIB) in the case of accident of injury.
- 2.36 An itinerary of each trip must be available at the school office in order that the principal may contact the excursion leader if an emergency arises. A list of all students and staff in the group must be left in the school office, one copy must accompany the group with the excursion leader and one copy must be provided to the bus driver.
- 2.37 When local resources meet the needs of a learning experience, they are to be selected over more costly or extended field trips.
- 2.38 Chaperones will be responsible for personal expenses. The cost of transportation and admission if applicable may be charged to the chaperone at the principal's discretion.
- 2.39 All costs required for supervision that are associated with occasional teachers for field trips and excursions (outside of the regular school day) must be included in the cost of the field trip or excursion.
- 2.40 Any field trip or educational excursion may be cancelled at any time at the discretion of the principal, superintendent or the director of education. The Board will not provide compensation for any financial losses assumed by students, parent/guardians or staff.

3.0 Additional Information

- 3.1 The St. Clair Catholic District School Board is committed to the principles of equity and inclusive education, consistent with our Catholic teachings, which value and promote human rights and social justice in all Board policies, programs, guidelines, operations and practices.
- 3.2 Ministry of Education Policy/Program Memorandum No. 128, The Provincial Code of Conduct and School Board Code of Conduct gives direction to school boards in regards to responsibilities outlined under subsection 301(1) OF Part XIII of the Education Act and establishes expectations "governing the behaviour of all persons in schools". These

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expectations will govern staff's use of technology as per the following link:
<http://www.edu.gov.on.ca/extra/eng/ppm/128.html> .

- 3.3 Ontario College of Teachers' Ethical Standards for the Teaching Profession can be viewed at the following link: http://www.oct.ca/standards/ethical_standards.aspx
- 3.4 <http://www.tico.ca/> Travel Industry Council of Ontario
- 3.5 <http://www.osbie.on.ca> Ontario School Boards' Insurance Exchange
- 3.6 <http://www.ophea.net> Ontario Physical and Health Educational Association
- 3.7 <http://www.voyage.gc.ca> Essential Information for Canadians Abroad Consular Services and Emergency Management Branch, Information and Assistance for Canadians Abroad
- 3.8 For information on road conditions, call 1-800-268-4686; or view Environment Canada's Official Canadian Text Forecasts for Southern Ontario at http://www.weatheroffice.gc.ca/canada_e.html or the Weather Network Web site at www.theweathernetwork.com or by viewing the Weather Network channel.

4.0 DEFINITIONS:

Educational Excursion or "Co-Instructional Activities":

Section 1(1) of the Education Act defines co-instructional activities as follows:

- “ . . . activities other than providing instruction that,
- a) Support the operation of schools,
 - b) Enrich pupils' school-related experience, whether within or beyond the instructional program,
or
 - c) Advance pupils' education and education related goals, and includes but is not limited to activities having to do with school-related sports, arts and cultural activities, . . . ”

Organizers of excursions that are to be considered co-instructional must be able to justify the excursion as it relates to the above definition. Excursions in isolation or of dubious relevance will not be approved.

Informed Consent:

Consent given after all reasonable efforts have been made to fully explain the activity and any reasonably foreseeable risks associated with that activity; a reasonable effort would include measures such as translation or interpretation in the consenting person's first language

Excursion Leader:

The principal shall designate one certified teacher from the school as the teacher in charge of the excursion or excursion leader. The principal shall not designate an occasional teacher as teacher in charge of an excursion, unless the occasional teacher is a long-term occasional teacher, who, in the judgment of the principal, has sufficient knowledge about the students and the activity of the excursion

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Educational Excursion Request Form

Teacher in Charge of Field Trip: _____ Today's Date: _____

Grade/Class: _____ Destination: _____

Date(s) and Time(s) of Departure from School(s): _____

Date(s) and Time(s) of Return to School(s): _____

Excursion itinerary and activities: _____

Curricular relevance of the excursion: _____

Arrangements for assignments and classes missed by participants: _____

Arrangements for non-participating students: _____

Arrangements and/or requirements for in-school supervisory duties of excursion staff: _____

Consideration for Students with Special Needs (Program modifications, additional supervision, accessibility issues and transportation issues.): _____

Requirements for Students e.g. lunch, sunscreen, notebooks: _____

Participants:

Total number of students involved: _____

Are any students excluded? Yes No

Supervision:

| | NAME | QUALIFICATIONS (IF REQUIRED) |
|-----------------------|------|------------------------------|
| Teacher in Charge* | | |
| Staff Supervisors | | |
| | | |
| Volunteer Supervisors | | |
| | | |
| | | |
| Other | | |
| | | |

*NOTE: Occasional teacher must have knowledge of students.



Educational Excursion Request Form

Insurance:

Additional insurance for participants and staff if this excursion involves travel out-of-province or out of Canada: Yes No

Travel Arrangements: (as per Expectation: 2.28 & 2.30)

School Bus Public Transit Commercial Vehicle Private Vehicle (adult driver)* Other

**If a volunteer driver and/or private vehicles are used driver approval by the principal is required prior to the excursion.*

Travel or Charter Agency: (if applicable) _____ Registration # (if applicable) _____

Accommodations: (if applicable)

| Hotel / Hostel, etc. | Date | Phone Number | Fax Number |
|----------------------|------|--------------|------------|
| | | | |

Excursion Costs: (make note of HST where applicable)

Attachments:

- | | |
|--|--|
| <input type="checkbox"/> Proposed Itinerary | <input type="checkbox"/> Additional Curriculum Expectations and Follow-up Activities |
| <input type="checkbox"/> Letters/Consents to Parent(s)/Guardian(s) | <input type="checkbox"/> Proof of Insurance for High Risk Activities |
| <input type="checkbox"/> Date(s) of Parent Information Sessions | <input type="checkbox"/> Safety Certificates of Supervisors (where applicable) |

The Teacher in Charge will have the following information on date of Excursion:

- | | |
|--|---|
| <input type="checkbox"/> Student Excursion Report (Trillium) | <input type="checkbox"/> Principal's Telephone Number |
| <input type="checkbox"/> Cell Phone/ Walkie Talkie | <input type="checkbox"/> Emergency Procedure Checklist (Appendix 7) |
| <input type="checkbox"/> First Aid Kit | |

Teacher in Charge Name: _____ Signature: _____

Principal Signature: _____ Date: _____

Superintendent Signature: _____ Date: _____

| |
|---|
| <p>** For office use only</p> <p>Distribution after final approval: Teacher in Charge <input type="checkbox"/> Principal <input type="checkbox"/> Superintendent <input type="checkbox"/> Secretary <input type="checkbox"/></p> |
|---|

Parent/Guardian Permission for Excursion

To Parent and/or Guardian:

The Teacher in Charge of this excursion has provided the information below to inform you about the excursion and to seek your support and permission for your child/ward to participate. This information may be shared as necessary with adults supervising the excursion.

This is an important document. Please ensure that someone is able to translate and explain this document to you.

Notice of Collection: In accordance with Section 29(2) of the Municipal Freedom of Information and Protection of Privacy Act 1989, the information provided is collected under the legal authority of Section 327 of the Education Act, R.S.O. 1990 c. E.2 as amended, and may be used as necessary for some or all of the following principal administrative purposes related to: the Board's operation, school programs and educational services, student records, and Ministries of the Government of Ontario. If you have any questions, please contact the Principal and/or the Director of Education, St. Clair Catholic District School Board 420 Creek St., Wallaceburg, ON N8A 4C4. Telephone: (519) 627-6762.

School: _____ Telephone: _____

Teacher(s): _____ Grade/Class: _____

Destination & Purpose: _____

Departure from School: Date: _____ Time: _____

Return to School: Date: _____ Time: _____

**NOTE: In exceptional circumstances, dates and times may change. Every effort will be made to communicate these changes to you ahead of time.*

Method of Travel: _____

**NOTE: Approval of the principal is required for all volunteer drivers. The school will make every effort to ensure that parent/guardian consent is obtained for each excursion for students to travel in private vehicles.*

Accommodation: (if required) _____

What the Student Should Bring: _____

Cost of Excursion: \$ _____ Deposit Required: No Yes \$ _____ Due Date: _____

**NOTE: The cost of the excursion is based on the most accurate cost information available at this time. Costs are divided evenly amongst all applicable students, and rounded up to the nearest dollar for convenience. If the amount collected exceeds actual costs, these minimal funds will be used to offset fundraising needs. Please contact the principal directly if you have any concerns or to access the school's equity and inclusion program.*

Please sign and return this form with payment by: _____



Permission: (for excursion to _____)

I give permission for my child/ward _____ to participate in the excursion. Yes No
(name of student)

Is there any change in medical information or a medical reason why your child should not participate in the activity, or which may lead him/her to require special attention during the activity? _____

Should it become necessary for my child/ward to have medical care, I hereby give the teacher permission to use his/her best judgment in obtaining the best of such service for my child/ward. I understand that any cost will be my responsibility. I also understand that in the event of illness or accident, I will be notified as soon as possible.

I understand the St. Clair Catholic District School Board does not provide any insurance for accidental death, disability, dismemberment or medical expenses on behalf of students participating co-curricular or extra-curricular activities.

I understand that the Board is not responsible to reimburse deposits that cannot be recovered from third parties in the event of trip cancellation.

Printed Name of Parent/Guardian: _____

Signature of Parent/Guardian: _____ Date: _____
(or student if 18 years old or older)

If Chaperones are required I would like to volunteer: Yes No

Cost of Excursion Paid By: Cash Cheque Online If Paid On-Line Receipt # _____

Teacher Checklist

Planning For Excursions:

- Discuss proposed activity with school principal – well in advance of excursion date(s) (8-10 weeks)

Rationale for excursion:

- Curriculum connections including objectives
- Consider value of experience with respect to program cost
- Ensure the participation of as many eligible students as possible
- Estimate cost of excursions including additional supervisory costs
- Consider medical accommodations, special needs students, accessibility contingency plan
- Pre and post curriculum activities
- Schedule for the day
- Transportation arrangements
- Identification of possible safety or risk factors
- Medical and Emergency procedures
- Supervision ratio
- Communication to parents including required forms

Preparations for Excursion

- Principal's approval/support obtained. Educational Excursion Request Form (Appendix 1)
- School superintendent's signed approval obtained if necessary (Appendix 1)
- Bus arrangements are completed and confirmed.
- Two copies of either, the standard or school generated Parent/Guardian Permission Form (Appendix 2) sent out and one signed copy returned for each student.
- Medical Information is current.
- Section A Policy – Board Code of conduct has been reviewed with all trip participants. In particular, draw attention to the Standards of Behaviour as well as Section C Policy – Dress Code for Elementary and Secondary Students.
- Assess potential safety or risk concerns
- Meal arrangement – accommodation for dietary requirements
- Protocol for the use of electronic devices such as cell phones and iPods
- Provisions have been made for excursion participants to attend Sunday Mass
- Parameters for spending money
- Assign students to groups for supervision or curriculum purposes
- Make alternative curriculum and supervision arrangements for students remaining behind

- Deposit all funds collected from students in to School Bank account (refer to School Managed Funds Policy)
- Finalize supervision ratio – refer to Procedure 2.21 of Educational Excursions Policy
- Arrangements have been made for students requiring special care
- Clearly established routine for handling emergencies is in place:
 - ◆ Accidents ◆ Lost Students ◆ Fire ◆ Anaphylaxis
- Where there is a need to administer medication, the teacher is responsible for developing an appropriate administration of medication plan in consultation with the parent/guardian, the student and the principal
- Review Emergency Response Checklist

For overnight, out of country, or high risk excursions parent/guardian information meeting:

- Cost, expected parental contribution
- Fundraising possibilities
- Curricular relevance
- Location, accommodation
- Insurance
- Expectations of behaviour
- Itinerary
- Special dietary, medical consideration
- Visas, Inoculations, etc.
- Outline potential risks and mitigating factors and receive signed informed consent (APPENDIX 7)

Excursion Day:

Review with supervisors:

- Supervisors have been assigned student groups as well as made aware of all specific student needs in their group (e.g. medical needs). Supervision guidelines are followed.
- Leave trip itinerary and emergency contact information at school office and ensure that trip supervisors have copies
- Ensure that parent/guardian contact information, medical and insurance information are with the teacher in charge of the excursion
- Provide trip manifest to bus driver and supervisors
- Carry an emergency first aid kit and medical log in order to plan for students who have medical conditions including those carrying epi-pens or needing medication
- Upon arrival at site, determine a meeting place and departure time

- Review details of the setting, boundaries, safety and risk issues, emergency exits, gathering point, free time expectations and how to contact the teacher or supervisor
- Relevant educational activities and arrangements have been made for students who are not attending the excursion.

Post Excursion:

- Review outcomes/value of the activity
- Complete curriculum/course follow-up
- Feedback from students regarding merit and educational value of the trip
- Share outcome with parents

Principal Checklist

- School staff has been in-serviced regarding educational excursions.
- Teacher experience in relation to the demands and complexity of the proposed trip has been considered.
- Approve the teacher-in-charge of the excursion, teachers, educational assistants, chaperones, volunteers and parents who will accompany students on the excursion.
- Relationship to curriculum – Excursions are intended to be valid extensions of and/or an enrichment of the existing in-school program. Relevant Ontario Curriculum Expectations are addressed through the learning experiences offered by the excursion.
- A detailed itinerary, which supports expectations in the Ontario Curriculum has been provided for all participants, parent/guardians and is attached to the Educational Excursion Request Form.
- Efforts have been made to ensure that no student is prevented from participation through inability to pay.
- Fundraising plans have been approved. Refer to School Managed Funds Policy; Fundraising Policy and Student Fees Policy.
- Ensure that the excursion is accessible to all students with disabilities. Alternative venues may need to be selected to meet the needs of all students.
- Parents been informed about trip details and requirements. For overnight, or out of country excursions - parent meetings are mandatory so that curriculum/course expectations as well as other trip details are outlined. Inform Parent Advisory Council as appropriate.
- Signed, Informed parental/guardian permission has been attained and is on record.
- Student Medical Information Report from Trillium provided by school secretary. Arrangements have been made to include students requiring special care: Anaphylactic, Epi Pen, Medications etc.
- Arrangements have been made for students remaining in school to engage relevant educational activities.
- Arrangements been made to attend Sunday Eucharist if the trip extends over the weekend.
- Adequate supervision is in place. Ensure that there are male and female supervisors where appropriate. Adhere to Volunteer Policy.
- Cancellations/contingency planning is in place.
- For overnight excursions all volunteers meet the requirements of Volunteer Policy.
- Copy of the list of student participants and emergency contacts is with the teacher-in-charge of the excursion and on file at the school.
- Student Accident Insurance and/or Out of Country or Province medical insurance has been purchased as appropriate.
- Parent/guardian contact information, medical and insurance forms are with trip leader.

APPENDIX 4

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- Trip manifest has been handed into the office and copy given to bus driver.
- Copies of contracts and itineraries for trip is on file at the school.
- For High Risk Excursions all safety requirements been put in place as per Educational Excursions Policy, Section 2.26 of Procedure 6.3.1 for High Risk Excursions.
- Educational Excursions Policy, Section 2.23 of Procedure 6.3.1 has been reviewed for transporting students by watercraft.
- Educational Excursions Policy, Section 2.20 of Procedure 6.3.1 has been reviewed for canoeing has been reviewed.
- For international excursions all requirements pertaining to international excursions have been reviewed.
- Any relevant Board policies and procedures are followed as appropriate.

Medical Emergencies – Planning Considerations

1. Emergency Action Plan for Injuries

Supervisors in charge of an overnight or out of country excursion must have an Emergency Action Plan for Injuries (EAP) in place. A copy of the EAP and complete itinerary must be left at the school.

2. Neck Injury

IF YOU SUSPECT BACK AND/OR NECK INJURIES, AVOID MOVING THE PATIENT UNLESS YOU ARE TRAINED TO HANDLE SUCH A CASE. CALL IN TRAINED PERSONNEL. CALL FOR AN AMBULANCE.

3. Contacting a Doctor

The principal or supervisor-in-charge of the excursion must contact a medical doctor and/or arrange to have the patient moved to the emergency department at the nearest hospital. It is best to use an ambulance. The attendants are the best trained to handle emergencies.

When parents/guardians are unavailable, the principal or supervisor-in-charge must designate another supervisor (e.g. teacher or parent) to accompany the student to the hospital. If at all possible, this supervisor must not be the supervisor-in-charge of the trip. The supervisor must stay with the student until relieved by another supervisor or parent/guardian.

4. No Ambulance Available

If an ambulance cannot reach the student, then:

(a) Subject to the approval of the owner, a private vehicle may be used
and

(b) The student is to be accompanied by a responsible person approved by the principal or supervisor-in-charge. If at all possible this person must not be the supervisor-in-charge of the trip.

5. Students Not To Be Sent Home Alone

If a student is ill and/or injured, he or she must **NOT** be sent home unaccompanied. If the student's parents/guardians are unavailable to accompany the ill/injured student, the principal or supervisor-in-charge will designate a supervisor (teacher or parent/guardian) to accompany the student home. However no ill/injured student should be left unattended.

6. Contact Principal

At the first opportunity, the supervisor-in-charge of the excursion must contact the principal and inform him/her of the accident.

7. Advise Parents/Guardians

The principal must advise the parents/guardians as soon as possible.

8. Parent/Guardian Responsibility

If the parents/guardians can get to the location of the accident or a hospital, the person supervising the student should surrender responsibility to them.

9. St. Clair Catholic District School Board Staff or Volunteer Injuries

A teacher or volunteer, who is injured, is required to report any injury, no matter how insignificant, to his/her principal. At that point the principal must complete the **Employee Accident/Incident Form** (found on board website).

10. Reporting Accidents and/or Serious Injuries

School principals and/or site supervisors must complete an OSBIE electronic “**Incident Report Form**” on any matter which gives rise to an injury requiring medical attention to St. Clair Catholic District School Board students or visitors to the school site or during an off-site school activity. Accurate and timely reporting is essential.

In the event that a serious injury (i.e. where the injured party requires hospital admission – excluding minor out-patient treatment) or fatality occurs on the school property or during an off-site school activity, the principal or designated supervisor must immediately contact the appropriate Supervisory Officer.

Each supervisor on the excursion should know the following information:

1. Location and access to the first-aid kit.
2. Location and access to a telephone.
3. Telephone number of ambulance (if area does not have 911 service).
4. Telephone number of hospital.
5. Know directions and best access routes to hospital.
6. Each supervisor should be made aware of the students who are carrying medication, such as inhalers or Epipens.

Additional Information for Overnight and Out of Country Excursions

When on an overnight excursion the following information should be included as part of the EAP:

1. The supervisor-in-charge of the excursion should have a copy of each student’s “**Health and Accident Form**”.

EMERGENCY ACTION PLAN FOR INJURIES

(Supervisors in charge of an excursion must have an Emergency Action Plan for Injuries (EAP) in place prior to participating in any overnight and Out of Country excursions. A copy of the EAP and complete itinerary must be left at the school.)

School: _____ Date: _____

Principal: _____ Contact No: _____

1. Supervisor-in-charge _____ Contact No: _____

2. Supervisor-in-charge _____ Contact No: _____

Date of Excursion: _____

Destination: _____

Location of first aid kit: _____

Location of telephone: _____

Name of nearest hospital: _____ Telephone No: _____

911 emergency service available: Yes No If no ambulance number: _____

Describe Location _____

How will parents be notified if an emergency should arise:

APPENDIX 7



INFORMED CONSENT/PERMISSION FORM FOR EDUCATION TRIPS
(Students Under 18 Years)

_____ is arranging a trip to _____ on _____
(insert school name) *(insert date)*

This form must be read and signed by EVERY student who wishes to participate and by a parent or guardian of a participating student.

ELEMENTS OF RISK:

Education activity programs, such as _____ involve certain elements of risk. Injuries may occur while participating in these activities. Examples of the types of injury which may result from participating in the activities, are included in the parent presentation.

The risk of sustaining these types of injuries result from the nature of the activity and can occur without any fault of either the student, or the school board, its' employees/agents or the facility where the activity is taking place. By choosing to take part in this activity, you are accepting the risk that you/your child may be injured.

The chance of an injury occurring can be reduced by carefully following instructions at all times while engages in the activity.

If you choose to participate in _____ on _____, you must understand that you bear the responsibility for any injury that might occur.

The **St. Clair Catholic District School Board** does not provide accidental death, disability, dismemberment or medical expense insurance on behalf of the students participating in this activity.

ACKNOWLEDGEMENT

WE HAVE READ THE ABOVE. WE UNDERSTAND THAT IN PARTICIPATING IN THE ACTIVITY DESCRIBED ABOVE, WE ARE ASSUMING THE RISKS ASSOCIATED WITH DOING SO.

Signature of Student: _____ Date: _____

Signature of Parent/Guardian: _____ Date: _____

PERMISSION

I give _____ permission to participate in _____
(name of student)

to be held on _____
(date)

Signature of Parent/Guardian: _____ Date: _____



Walking Excursion Form – Immediate Community

School: _____ Teacher: _____

Principal: _____ Principal Signature: _____

Dear Parent/Guardian:

From time to time, students are engaged in non-high-care curricular activities that occur off school property in the immediate community, but within walking distance of the school. Some examples of these activities are walking to the library, the local park, and the local store.

School-Specific Activities:

The principal will approve these excursions, and teacher supervision will be provided at all times.

Whenever possible, parents/guardians will be notified in advance by one or more of the following methods:

- School newsletter,
- Class newsletter,
- A note in the student planner/agenda
- The school Web site.

Please sign and return the bottom section of the page.

PERMISSION FOR WALKING EXCURSION – IMMEDIATE COMMUNITY

Student Name: _____

Teacher: _____

In signing this form, I give permission for my child, _____
To participate in those school-specific curricular activities that occur off school property in the immediate community and within walking distance of the school.

Name of Parent/Guardian: _____ *(print)*

Signature of Parent/Guardian: _____ Date: _____