



Procedure Section: **Curriculum and Program**

**400**

Procedure Name: **School-Student Activities  
Outside the Classroom**

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## **PROCEDURE**

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## Forms

- FORM A – Educational Excursion Information and Approval Form
- FORM B – Risk Assessment Checklist
- FORM C – Consent for Local Short Excursions - to be completed annually
- FORM D – Consent for Local Day Trips for Students Involving Transportation
- FORM E – Consent for Extended Educational Trips
- FORM F – Financial Details for Education Excursion
- FORM G – Extended Educational Trip Approval Form - International
- FORM H – KPDSB Secondary Travel Clubs Student Application Form

Cross References  
 OPHEA Documents  
 Special Education in Ontario, K-12  
 Policies  
 306, Use of Volunteers  
 307, Use of Privately-Owned Vehicles  
 312, Administration of Medication to Students and Medical Procedures to Students in Schools  
 401, School-Student Activities Outside the Classroom  
 608, School Fundraising  
 706, Employee Code of Conduct  
 Procedures  
 327, Prevalent Medical Conditions  
 608, School Fundraising  
 706, Employee Code of Conduct

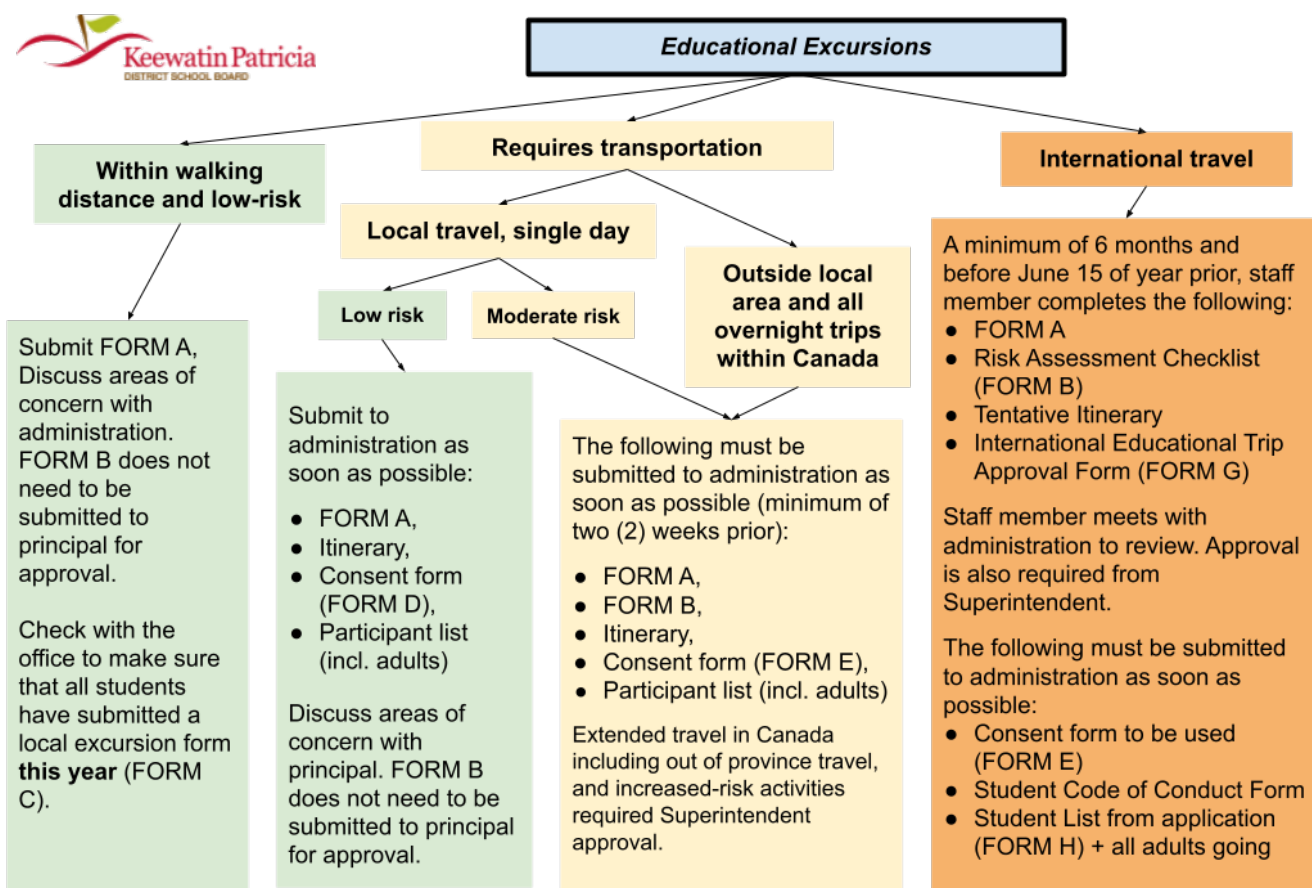
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Rationale

School-student activities outside of the classroom foster a love of lifelong learning by providing opportunities for belonging, well-being, engagement, and expression. They assist students in developing positive attitudes, encouraging students to problem-solve, and demonstrating integrity in the global community.

Outline of Event Planning Requirements



All individuals taking students on trips outside of the classroom MUST read Policy and Procedure 401 including the cross-reference procedures indicated in the document.

### Assessing Risk

Some level of risk is inherent to any activity. Schools must identify, evaluate, and be prepared for risks associated with educational excursions. The Risk Assessment Checklist (FORM B) will support this process.

Risk analysis includes:

- a) identifying risks
- b) likelihood of the risk materializing
- c) gravity of the risk materializing
- d) calculating the risk's severity (likelihood x gravity)
- e) responses to the risk.
  - i) risks with low severity require little or no mitigation
  - ii) risks with moderate severity should be mitigated to the point where risks are acceptable, or they should be avoided
  - iii) risks that have high severity should be avoided.

Sample activities with potential increased risk	Examples of mitigation strategies
<ul style="list-style-type: none"> <li>● anything requiring transportation</li> <li>● ice skating</li> <li>● dogsledding</li> <li>● ice fishing</li> <li>● tobogganing</li> <li>● outdoor winter activities on slippery surfaces</li> <li>● swimming</li> <li>● canoeing</li> <li>● fire building</li> <li>● wilderness excursions</li> <li>● amusement parks</li> </ul>	<ul style="list-style-type: none"> <li>● identify and adhere to basic rules of safety</li> <li>● identify and adhere to the rules of the field trip venue</li> <li>● use of protective equipment</li> <li>● lifeguards present if swimming or canoeing</li> <li>● safety training (e.g. fire and ice practices, animal identification and safety practices)</li> <li>● increased supervision</li> <li>● developed contingency plans</li> </ul>

### Students Requiring Accommodations

Students with known disabilities and/or special education needs should be reviewed prior to planning a field trip. The administration team alongside the Special Education Resource teacher should ensure the field trip meets the needs of each student. The following must be reviewed:

- the student's accommodation plan, interaction plan, and/or safety plan, if there is one;
- accommodations required for the student are provided for the field trip
- confirming the accommodations required for the student are appropriate and are consistent with the student's accommodation plan, interaction plan, and/or safety plan; and
- additional supervision is required to accommodate the student's needs.

### Student Medications

Any request by caregivers for the administration of medication must comply with Policy 312 – Administration of Medication to Students and Medical Procedures to Students in Schools. Prevalent medical conditions medication (e.g. EpiPen, inhaler, insulin, etc.) as required in the student’s Plan of Care should be carried by the student. All other medication must be presented to a supervisor for safe storage. Medications will be taken only under the supervision of an adult supervisor. The remaining medication will be returned to the supervisor for safe storage and returned to the school office at the end of the excursion.

### Mental Health Considerations

Activities outside of the regular school environment may be unfamiliar and may impact student mental health in various ways (e.g. anxiety, withdrawal). Special consideration should be given to students presenting with known mental health concerns (diagnosed or undiagnosed). Consent forms (C, D, and E) include space for caregivers to identify any information about their child that we should be aware of and any precautions that should be taken.

If students are considered high-risk, safety planning measures should be put in place. Existing safety plans must be reviewed and updated if necessary, prior to the field trip. The student, caregiver, chaperone, and administrator must be required to participate in the safety planning. All chaperones must be aware of any safety plans of students participating. Should administrators require support with the safety planning process, they can contact the Mental Health Lead, Student Counsellor, or Superintendent. Additional information related to life promotion including safety planning templates can be found in the KPDSB Life Promotion Suicide Prevention and Intervention Protocol.

Chaperones should be comfortable supporting students who may be at high risk. This may include being comfortable talking about mental health, talking about suicide, having Applied Suicide Intervention Training (ASIST), Mental Health First Aid Training, etc.).

### Contingency Planning for Student Travel

Ensure that safety plans and medical safety plans are addressed with regards to transportation (e.g. EpiPens and other essential medication in carry-on baggage, communicate allergies to transportation companies, etc.). Volunteer chaperones must have access to resources (e.g., room on credit card/purchasing power, knowledge of safety/medical concerns, etc.). Behaviour contracts should address appropriate behaviour at all times.

### Transportation Considerations

Consistent expectations for all modes of transportation include the following:

- Ensure that the transportation provider is approved by KPDSB. If unsure, please connect with the NWOSSC (transportation consortium);
- Chaperone does a headcount prior to, during, and after the trip;
- A list of students going on the trip will be provided to the office;
- Bring permission forms and plans of care/life-threatening conditions form;
- At least one chaperone will have a telephone; and
- Factor in cross-border identification, consent, custody agreements, documentation for children in care, and tariffs.

Walking: Chaperone will review rules of the road, safety issues, and expectations prior to the beginning of the walk.

Biking: All participants will wear bike helmets. Chaperone will review the rules of the road, safety issues, and expectations prior to the beginning of the ride.

Automobile (Private Use): Ensure caregivers or volunteers have submitted a signed Declaration found in Policy 307, Appendix A. Students should be discouraged from transporting other students to a school activity.

Automobile (School Vehicle): Check that school vehicles have been safety-checked within the last six (6) months.

Automobile (Rental): Existing Policy 307. Ensure caregivers or volunteers have submitted a signed Declaration found in Policy 307, Appendix A.

Automobile (Bus): Chaperones should be spread out throughout the bus and not all sitting at the front. A brief review of evacuation procedures and routes.

City Bus/Subway: Chaperone will review the rules of public transportation, safety issues, and expectations prior to boarding the vehicle (e.g., what to do if we get separated, etc.). Pre-purchase tokens or tickets where possible. One chaperone rides with each group of students. Count students before boarding, after boarding, and after exiting.

Airplane: Identification requirements for various carriers for students and adults. Communicate the luggage policies (e.g., weight/size restrictions, carry-on fees, etc.). Review carry-on regulations at least one (1) week prior to departure. Factor airport tariffs into the budget. Communicate that onboard purchases cannot be completed with cash and that currency exchange rates may apply depending on the carrier.

Train: Identification requirements for various carriers for students and adults. Communicate the luggage policies (e.g. weight/size restrictions, carry-on fees, etc.). Review the carry-on regulations at least one (1) week prior to departure. Communicate that onboard purchases cannot be completed with cash and that currency exchange rates may apply depending on the carrier.

Canoes/Boats: Lifejackets must be worn at all times. Chaperone will review the rules of the water, safety issues, and expectations prior to beginning the excursion (e.g., OPHEA Guidelines, successful completion of swim tests, etc.).

Ferries: Brief review of evacuation procedures and routes, including where to find lifejackets.

## Swimming

The OPASSE activity guidelines are to be used for the minimum swimming safety standards. Recreational swimming will not be approved unless qualified lifeguards/supervisors are on duty AND lifejackets are worn by identified non-swimmers. Information about identifying non-swimmers through a swim test can be found in the safety standards links below.

[Elementary Safety Standards - Swimming](#)

[Secondary Safety Standards - Swimming](#)

For outdoor education experiences that involve open water (i.e. canoe trips, lake, beach, dock) lifejackets must always be worn on, in, or near the water.

### **A. Local and Short School Trip Guidelines**

The Principal is responsible for implementing school procedures relative to the itinerary, safety, supervision, transportation, caregiver notification and permission, and funding in accordance with the following guidelines. Risks are to be assessed using FORM B.

#### Local Excursions, School Field Trips, and Inter School Activities

1. Students participating in any inter school activity outside of the school (e.g., athletics, clubs, competitions, etc.) must have signed consent forms on file before commencing the sports activity and follow corresponding Codes of Conduct while representing KPDSB (e.g., NorWOSSA, Skills Canada, etc.).
2. Short local excursions may be covered by one consent form (FORM C), signed and returned at the beginning of the year or at the time of registration. Individual consent forms (FORM D) may also be required at the discretion of the Principal.
3. All field trips involving transportation, inter school activities, and overnight trips require consent forms signed by the caregiver which outline the nature of the activity and the inherent risk(s) (see FORMS D (local, involving transportation) and FORM E (moderate-risk activities and overnight)).
4. For secondary athletics, the Athletic Director can assess the risk of program planning using FORM B at the beginning of the school year and submit it to the school principal. All elements of the checklist must be reviewed with all coaches and teacher supervisors annually.

5. Recognizing that student safety is of paramount importance, the following standard of supervision teacher:pupil ratio must be adhered to unless there is specific approval by the Principal to adjust the teacher:pupil supervision ratios and requirements:
  - a) 1:8 (a minimum of one (1) adult for every eight (8) pupils) for Full Day Kindergarten Program (FDK) to Grade 3
  - b) 1:10 for Grades 4 to 6;
  - c) 1:15 for Grades 7 through 12
  - d) At least one (1) supervisor must be a teacher employed by the Board, or a teacher of another Board acceptable to the Principal and the caregivers.

## **B. Extended Travel within Canada**

Extended trips for students in Grades 4 through 12 are funded through funds other than a central Board budget. Principals may allocate school budget to extended trips at their discretion, in consultation with the School Council (e.g., Toronto Trip, trip to Winnipeg, etc.).

1. In order to schedule an extended educational trip, Superintendent pre-approval is required. FORM A shall be completed and the Principal shall consider and assess specific information relative to:
  - The safety of students, which is of paramount importance;
  - Risk management and the awareness caregivers and students have of the risks involved in the activity (see FORM B);
  - The age of the students;
  - Additional insurance coverage to cover medical, travel, and other emergencies for students;
  - The reputation of the travel agency(ies), if any involved;
  - Pre and post trip activities;
  - The cost of the trip (FORM F);
  - The advice and recommendations of the School Council; and
  - Other information deemed relevant.
2. The original signed consent and acknowledgment forms (FORM E) shall also be retained at the school for the current school year.
3. It is the responsibility of the Principal(s) and teacher(s) involved in fundraising activities to follow Policy 608 – School Fundraising.
4. It is the responsibility of the Principal to maintain appropriate records for all extended educational trips (e.g., budget information, receipts of expenditures, consent forms, etc.).
5. Every effort will be made to include exceptional students in extended trips, while considering additional supervision that may be required, along with the safety of the students and others.



6. Extended educational trips which involve boating, canoeing, water, wilderness, overseas travel, or other moderate-risk activities shall conform with Ontario School Board Insurance Exchange guidelines and Ontario Physical and Health Education Association – Physical Education Safety Guidelines. For moderate-risk activities, Risk Management/Mitigation Plans must be developed and submitted to the Superintendent of Business for approval. Elementary schools will consult with senior staff before participating in these activities.
7. It is the Principal's responsibility to ensure that trip supervisors have the necessary knowledge, experience, and qualifications and that suitable safety measures, including a first aid kit, are provided.
8. Recognizing that student safety is of paramount importance, the following standard of supervision teacher:pupil ratio and requirements must be adhered to:
  - a) 1:8 (a minimum of one (1) adult for every eight (8) pupils) for Full Day Kindergarten Program (FDK) to Grade 3
  - b) 1:10 for Grades 4 to 6;
  - c) 1:15 for Grades 7 through 12
  - d) In some circumstances, the Principal may approve adjustments to teacher:pupil supervision ratios (e.g., for sports team bus travel, etc.).
  - e) At least one (1) supervisor must be a teacher employed by the Board, or a teacher of another Board acceptable to the Principal and the caregivers.
  - f) In all cases, regulations specified for OPHEA or OSBIE supersede ratios (e.g., Outdoor Education canoe trips, etc.).
  - g) Increased supervision and/or appropriate certification should be considered for activities involving increased risks and/or participation by students with special needs.
9. Supervising teachers must ensure that all participants are adequately prepared for the activity to be undertaken.
10. A detailed outline of the trip shall be supplied to each student and caregiver, including an itinerary, information about accommodation, routing, expected departure and arrival times, and any other pertinent information. The outline will include a statement that out-trips normally have increased risks associated with them.
11. Supervising teachers shall organize, where applicable, an orientation session for participating students, caregivers, and other supervisors. Expectations regarding discipline shall be discussed.
12. Supervising teachers will have available a list of all participants, addresses, medical insurance numbers, and any medical concerns. A copy shall be retained at the school.
13. Supervising teachers must ensure that all participants are aware of the procedures to be followed in the event that separation or an accident occurs during planned activities.



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14. The Principal may declare any student ineligible for an extended educational trip based on reasonable and supported grounds.
15. Extreme misconduct on the part of any student while on any school trip may result in the student being sent home with the permission of the Principal and at the expense of the caregiver.
16. Staff or caregivers transporting students in vehicles, other than those rented from regularly licensed carriers, must do so in accordance with Board policy. Refer to Policy 307 – Use of Privately Owned Vehicles by Parents, Volunteers, and/or School Staff to Transport Students.
17. The use of school volunteers on school trips must be in accordance with Board Policy 306 – Use of Volunteers

### **C. International Educational Trips**

The school Principal is responsible for implementing school procedures relative to the international educational trip itinerary, safety, supervision, transportation, and caregiver notification and permission. Fundraising to offset costs for international travel must be done in accordance with the Keewatin-Patricia District School Board Policy 608 – School Fundraising.

Before any funds are collected, or a third-party agency is secured, for the purpose of planning and/or delivering an international educational trip, approval must first be obtained by the Principal, School Council<sup>1</sup>, and Superintendent of Education and the following steps completed.

**Step 1:** Complete FORMS A, B, and G and meet with administration for review. The superintendent approval must be completed a minimum of 6 months prior to the trip date AND before June 15 of the previous school year.

FORM A – Educational Excursion Information and Approval Form

FORM B – Risk Assessment Checklist

FORM F – Financial Details for Education Excursion (optional)

FORM G – Extended Educational Trip Approval Form - International

**Step 2:** Based on Principal approval, meet with the School Council for review or communicate on a one-on-one basis with families to gather feedback from caregivers to make recommendations and advance the approval process.

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<sup>1</sup> Where minimal School Council involvement exists in schools, the Principal makes every effort possible to communicate and gather caregiver feedback prior to seeking Board approval for international trips for students.

**Step 3:** Principal to submit school administration and School Council/caregiver recommendations, along with applicable FORMS to respective school Superintendent of Education for review and final approval.

### International Education Trip Guidelines

Once the International Educational Trip proposal is approved, the following guidelines will be followed:

1. A Consent/Permission Form must be signed by the caregiver for each student (FORM E).
2. A Student Code of Conduct agreement must be signed by each student and caregiver. This agreement is created by the trip coordinator and needs to be approved by the school principal.
3. Students and caregivers complete KPDSB Secondary Travel Clubs Application Form (FORM H), which will include communication that any monetary loss with respect to deposits previously paid, or monies fundraised, shall not be the responsibility of the Board. Any negotiation with third-party providers with respect to refunds is exclusive to the student/caregiver and the third-party provider.
4. The Principal must approve student applicants intending on participating in the international trip prior to any form of collection of monies or arrangements with third-party providers are made.
5. The Principal may declare any student ineligible for an extended educational trip based on reasonable and supported grounds.
6. Moderate-risk activities shall conform with Ontario School Board Insurance Exchange guidelines and Ontario Physical and Health Education Association – Physical Education Safety Guidelines. For moderate-risk activities, Risk Management/Mitigation Plans must be developed and submitted to the Superintendent of Business for approval.
7. Recognizing that student safety is of paramount importance, a 1:10 supervision teacher:pupil ratio must be adhered to.
  - a) At least one (1) supervisor must be a teacher employed by the Board, or a teacher of another Board acceptable to the Principal and the caregivers.
  - b) In all cases, regulations specified for OPHEA or OSBIE supersede ratios (e.g., Outdoor Education canoe trips, etc.).
  - c) Increased supervision and/or appropriate certification should be considered for activities involving increased risks and/or participation by students with special needs.

8. It is the responsibility of the teacher to provide the Principal with the appropriate required records for all international educational trips. It will be the Principal's responsibility to maintain them.
9. Extreme misconduct on the part of any student while on an international educational trip may result in the student being sent home with the permission of the Principal and at the expense of the caregiver. In the case of international trips, a contingency plan must be submitted to the school Principal and the Superintendent of Education for approval.
10. Staff or caregivers transporting students in vehicles, other than those rented from regularly licensed carriers or approved trip service providers, must do so in accordance with Board Policy 307 – Use of Privately Owned Vehicles by Parents, Volunteers, and/or Staff to Transport Students.
11. The use of school volunteers/chaperones on school trips must be in accordance with Board Policy 306 – Use of Volunteers. The selection criteria for volunteers/chaperones must be clearly stated. The approval of any volunteer candidate for international trips shall rest with the school Principal.
12. Every effort will be made to include exceptional students on international educational trips while considering consent and/or safety of students and others.
13. Any original signed consent and/or acknowledgment forms pertaining to the international trip shall be retained at the school for one (1) year.
14. Continue to review travel advisories and discuss with administration if applicable.

#### Prior to International Educational Trip Departure

1. **Months Prior to Departure** – Teachers involved in planning the international educational trip will meet with the school Principal on a monthly basis prior to departure, to finalize student participation/group size, and provide relevant updates and documentation.

The Principal will consult with, and gather input from, the teacher(s) of participating students to make them aware of their students' upcoming international educational trip absence, and arrangements/accommodations for missed instructional time will be discussed.

2. **Two Weeks Prior to Departure** – The supervising teacher(s) for the international school trip shall provide the Principal with the following:
  - a) Third-party immediate emergency contact numbers;
  - b) Emergency phone tree for all trip participants;
  - c) A copy of complete travel itinerary;

- d) Copies of applicable immunization records and travel visas required for the trip;
- e) Copies of all relevant consent/permission forms (original);
- f) Copies of Vulnerable Sector Screening of volunteers/chaperones, vehicle transport forms, etc., as applicable;
- g) Copies of signed Student Code of Conduct;
- h) Copies of contingency plan and signed agreements in the event a student is required to return home prematurely from the planned itinerary; and
- i) Evidence of appropriate insurance coverage (third-party).

Electronic copies of participant passports, health records, and/or other personal identification must be deleted/destroyed upon safe arrival home of all parties from the trip AFTER the debrief meeting with the Principal (to take place within forty-eight (48) hours after the trip return date).

#### After International Educational Trip Return

1. Supervising teacher(s) for the international educational trip are required to arrange to meet with the school Principal within forty-eight (48) hours of returning from the trip to debrief the trip experience.

Elements would include, but are not limited to:

- a) Trip safety;
  - b) Health of participants;
  - c) Travel concerns (third-party) if any;
  - d) Procedural review; and/or
  - e) Future recommendations.
2. The Principal will debrief the Superintendent of Education following the teacher debrief session.
  3. The Principal will update the School Council at the first meeting following the conclusion of the trip. There will be an expectation that the supervising teacher(s), and possibly students returning from international educational travel, will be included on the agenda and make a brief presentation to the School Council at the first meeting following the conclusion of the trip.