



Procedure Section: **Curriculum and Program**

400

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

401

PROCEDURE

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Forms

- FORM A – Risk Assessment Checklist
- FORM B – Consent for Local Short Excursions
- FORM C – Consent for Educational School-Student Activities Outside the Classroom
- FORM D – Consent for all Student School Trips
- FORM E – Extended Educational Trip Approval Form
- FORM F – International Educational Trip Approval Form

Cross References
 OPHEA Documents
 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

Beginning in Fall 2018, all Keewatin-Patricia District School Board (KPDSB) student travel outside the school will adhere to Procedure 401, including:

- Team/Club travel for away games or events; and/or
- Short local, extended excursions, extra-curricular field trips (i.e., Outdoor Education, etc.), and international trips for KPDSB students.

Section One: **Short and Extended Excursion and School Trip Guidelines**

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

Elementary School Field Trips, Interschool Activities, and Local Excursions

** No pre-approval form is required for short, local excursions outside the school, however, all defined activities at the elementary level must be authorized by the Principal or Designate.*

Tournament/Team Sports

Students participating in any interschool sports activity must have signed consent forms on file before commencing in sports activity.

1. Short local excursions may be covered by one consent form, signed and returned at the beginning of the year or at the time of registration. Individual consent forms may be required at the discretion of the Principal (see FORM B).
2. Field trips involving busing, interschool activities, and all overnight trips all require consent forms signed by the parent/guardian which outline the nature of the activity and the inherent risk(s) (see FORM C and FORM D).
3. 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:
 - a) 1:8 (a minimum of one (1) adult for every eight (8) pupils) for Full Day Kindergarten Program (FDK) to Grade 3, and 1:15 for Grades 4 to 6;

- b) The standard of supervision teacher:pupil ratio for Grades 7 to 8 will be determined by the Principal; and
- c) 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 parents/guardians.

Secondary School Field Trips, Interschool Activities, and Local Excursions

All student travel outside of the school must be authorized by the Principal, or Designate, and include completion of FORM A – Risk Assessment Checklist. Forms are required at the discretion of the Principal.

Team Sport/Club Activity Travel

Students participating in any interschool activity outside of the school (i.e., 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 (i.e., NorWOSSA, Skills Canada, etc.).

Student Medications (all excursions)

Any request by parents/guardians 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 (i.e., 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.

All Schools: Extended Travel within Canada

Extended trips 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 (i.e., Toronto Trip, trip to Winnipeg, etc.).

1. In order to schedule an extended educational trip, pre-approval is required. FORM D 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 parents/guardians and students have of the risks involved in the activity; (see FORM A)
 - 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 advice and recommendations of the School Council; and
 - Other information deemed relevant.
2. The original signed consent and acknowledgment forms 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 (i.e., 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 high-risk activities shall conform with Ontario School Board Insurance Exchange guidelines and Ontario Physical and Health Education Association – Physical Education Safety Guidelines. Risk Management Plans (see FORM A) must be completed 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, efforts must be made to adhere to the following standard of supervision teacher:pupil ratios:
 - a) 1:10 for Grades 4, 5, and 6. 1:15 for Grades 7, 8, 9, 10, 11, and 12.
 - b) In some circumstances, the Principal may approve adjustments to teacher:pupil supervision ratios (i.e., for sports team bus travel, etc.). 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 parents/guardians.
 - c) In all cases, regulations specified for OPHEA or OSBIE supersede ratios (i.e., Outdoor Education canoe trips, etc.).
 9. Increased supervision and/or appropriate certification should be considered for activities involving increased risks and/or participation by students with special needs.

10. Supervising teachers must ensure that all participants are adequately prepared for the activity to be undertaken.
11. A detailed outline of the trip shall be supplied to each student and parent/guardian, 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.
12. Supervising teachers shall organize, where applicable, an orientation session for participating students, parents/guardians, and other supervisors. Expectations regarding discipline shall be discussed.
13. 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.
14. 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.
15. The Principal may declare any student ineligible for an extended educational trip based on reasonable and supported grounds (i.e., academic achievement, inappropriate behaviour, attendance concerns, etc.).
16. 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 parent/guardian.
17. Staff or parents/guardians 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.
18. The use of school volunteers on school trips must be in accordance with Board Policy 306 – Use of Volunteers.

Transportation Considerations

Consistent expectations for all modes of transportation are as follows:

- 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 parents/guardians 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 parents/guardians 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. 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 (i.e., 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 (i.e., 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 (i.e., 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 complete 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 (i.e., OPHEA Guidelines, successful completion of swim tests, etc.).

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

Contingency Planning for Student Travel

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

Section Two: **International Educational Trip Guidelines**

The school Principal is responsible for implementing school procedures relative to the international educational trip itinerary, safety, supervision, transportation, and parent 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 Council¹, and Superintendent of Education (see Steps 1 – 5).

Step 1

Complete FORM A – Risk Assessment Checklist

Step 2

Complete FORM E – International Educational Trip Approval Form. This form includes, but is not limited to, the following elements:

- A prospectus/rationale for the international trip destination, including curricular links;
- Tour/trip provider information including proposed dates and itinerary;
- Cost per student and chaperone(s);
- Student target group;
- Purpose of fundraising and fundraising requirements including a list of potential fundraising activities planned;
- Any staff leave that may be required;
- Required (if any) medical/immunizations and travel visas; and
- Updated travel advisories related to the trip.

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

Step 3

Submit FORM A and E and meet with school administration for review.

Step 4

Based on Principal approval, meet with School Council for review or communicate on a one-on-one basis with families to gather feedback from parents/guardians to make recommendations and advance the approval process. Include FORM E for submission at the meeting.

Step 5

Principal to submit school administration and School Council/parental recommendations, along with FORM E to respective school Superintendent of Education for review and final approval.

Guidelines

Once the International Educational Trip proposal is approved (Step 5), the following guidelines will be followed:

1. 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.
2. The Principal may declare any student ineligible for an extended educational trip based on reasonable and supported grounds (i.e., academic achievement, inappropriate behaviour, attendance concerns, etc.). Parents/Guardians of participants need to sign off on this as part of Student Code of Conduct, 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/parent/guardian and the third-party provider.
3. 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.
4. 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 parent/guardian. In the case of international trips, a contingency plan must be submitted to the school Principal and the Superintendent of Education for approval.

5. Staff or parents/guardians 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.
6. 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.
7. Every effort will be made to include exceptional students on international educational trips while considering consent and/or safety of students and others.
8. Any original signed consent and/or acknowledgment forms pertaining to the international trip shall be retained at the school for one (1) year.

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 permission forms (original);
 - f) Copies of Vulnerable Sector Screening of volunteers/parental 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/pr other personal identification must be deleted/destroyed upon safe arrival home of all parties from the trip AFTER the debrief meeting with the Principal (i.e., within forty-eight (48) hours after the trip return date).

After to 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/pr
 - e) Future recommendations.
2. The Principal will debrief the Superintendent of Education following the teacher debrief session. The Principal will also 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.