

**PROCEDURE**

**School-Student Activities  
Outside the Classroom**

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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 Reference:

Policy 306, Use of Volunteers

Policy 307, Use of Privately-Owned Vehicles

Policy 312, Administration of Medication to Students and Medical Procedures to Students in Schools

Policy 401, School-Student Activities Outside the Classroom

Policy 608, School Fundraising

Policy 706, Employee Code of Conduct

Procedure 608, School Fundraising; 706, Employee Code of Conduct; 327, Prevalent Medical Conditions

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Rationale:

Beginning in Fall 2018, all KPDSB student travel outside the school will adhere to Procedure 401, including:

- team/club travel for away games or events,
- short local and extended excursions, extra-curricular field trips (e.g., Outdoor Education), and international trips for KPDSB students

Short and Extended Excursion and School Trip Guidelines:

The Principal is responsible for implementing school procedures relative to 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 the sports activity.

- a) 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).
- b) Field trips involving busing, interschool activities, and all overnight trips, all require consent forms signed by the parent or guardian which outline the nature of the activity and the inherent risks (See Forms C and D).
- c) 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 teacher:pupil supervision ratios:
  - i) 1:8 (a minimum of one adult for every 8 pupils) for Full Day Kindergarten Program (FDK) to Grade 3, and 1:15 for Grades 4 to 6
  - ii) The standard of supervision teacher:pupil ratio for Grades 7 to 8 will be determined by the Principal.

Cross Reference:

Policy 306, Use of Volunteers  
Policy 307, Use of Privately-Owned Vehicles  
Policy 312, Administration of Medication to Students and Medical Procedures to Students in Schools  
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- iii) At least one supervisor must be a teacher employed by the Board or a teacher of another Board acceptable to the Principal and the parents.

### **Secondary School Field Trips, Interschool Activities, and Local Excursions**

All student travel outside 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.

#### **PLEASE NOTE: Team Sport/Club Activity Travel:**

Students participating in any interschool activity outside of the school (athletics, clubs, competitions) 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 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. 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 (e.g., 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:
  - a) the safety of students, which is of paramount importance;
  - b) risk management and the awareness parents and students have of the risks involved in the activity; (see Form A)
  - c) the age of students;
  - d) additional insurance coverage to cover medical, travel and other emergencies for students;
  - e) the reputation of the travel agency(s), if any involved;
  - f) pre- and post-trip activities;
  - g) the advice and recommendations of the School Council; and

#### Cross Reference:

Policy 306, Use of Volunteers

Policy 307, Use of Privately-Owned Vehicles

Policy 312, Administration of Medication to Students and Medical Procedures to Students in Schools

Policy 401, School-Student Activities Outside the Classroom

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- h) other information deemed relevant.
2. The original signed consent and acknowledgement forms shall also be retained at the school for the current school year.
  3. It is the responsibility of Principals and teachers 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 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, 6  
1:15 for Grades 7, 8, 9, 10, 11, 12
    - b) In some circumstances, the Principal may approve adjustment to teacher:pupil supervision ratios (e.g., for sports team bus travel). At least one supervisor must be a teacher employed by the Board or a teacher of another Board acceptable to the Principal and the parents.
    - c) In all cases, regulations specified for OPHEA or OSBIE supersede ratios (e.g., Outdoor Ed canoe trips).

Cross Reference:

Policy 306, Use of Volunteers  
Policy 307, Use of Privately-Owned Vehicles  
Policy 312, Administration of Medication to Students and Medical Procedures to Students in Schools  
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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, 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 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; e.g., academic achievement, inappropriate behaviour, attendance concerns.
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.
17. Staff or parents 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 Staff to Transport Students.
18. The use of school volunteers on school trips must be in accordance with Board Policy 306, Use of Volunteers.

Cross Reference:

Policy 306, Use of Volunteers

Policy 307, Use of Privately-Owned Vehicles

Policy 312, Administration of Medication to Students and Medical Procedures to Students in Schools

Policy 401, School-Student Activities Outside the Classroom

Policy 608, School Fundraising

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### **Transportation Considerations**

#### Consistent Expectations for All Modes of Transportation

- Chaperone does a head count 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 forms.
- At least one chaperone will have a telephone.
- Factor in cross-border identification, consent, custody agreements, documentation for children in care, and tariffs.

#### Walking

- Chaperone reviews rules of the road, safety issues and expectations prior to beginning the walk.

#### Biking

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

#### Automobile - Private Use

- Ensure parents/volunteers have submitted a signed Declaration found in Policy 307, Appendix A
- Students should be discouraged from transporting students to a school activity.

#### Automobile - School Vehicle

- Check that school vehicles have been safety checked within the last 6 months.

#### Automobile - Rental

- Existing Policy 307
- Ensure parents/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.

#### Cross Reference:

Policy 306, Use of Volunteers

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#### City Bus/Subway

- Chaperone reviews rules of public transportation, safety issues, and expectations prior to boarding the vehicle; e.g., what to do if we get separated.
- 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 (weight/size restrictions, carry-on, fees, etc.)
- Review carry-on regulations at least 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 (weight/size restrictions, carry-on, fees, etc.)
- Review carry-on regulations at least 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 reviews rules of the water, safety issues, and expectations prior to beginning the excursion; e.g., OPHEA Guidelines, successful completion of swim test, 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; e.g., EpiPens and other essential medication in carry-on baggage, communicate allergies to transportation companies, etc.
- Volunteer chaperones must have access to resources (room on VISA, purchasing power, knowledge of safety/medical concerns)
- Behaviour contracts should address appropriate behaviour while on transportation.

#### Cross Reference:

Policy 306, Use of Volunteers

Policy 307, Use of Privately-Owned Vehicles

Policy 312, Administration of Medication to Students and Medical Procedures to Students in Schools

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## 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, 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 Council\*, and Superintendent of Education (See Steps 1-5).

*\*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 1

Complete **Form A, “Risk Assessment Checklist”**

### Step 2

Complete **Form E, “International Educational Trip Approval Form”**.

This form includes and 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 chaperones
- 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
- updated travel advisories related to the trip

### Step 3

Submit Form A & 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 to make recommendations and advance the approval process. Include Form E for submission at the meeting.

#### Cross Reference:

Policy 306, Use of Volunteers

Policy 307, Use of Privately-Owned Vehicles

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## Section Two: International Educational Trip Guidelines (cont'd)

### 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.

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 (e.g., academic achievement, inappropriate behavior, attendance concerns). Parents 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 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. NOTE: 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 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 the safety of students and others.
8. Any original signed consent and/or acknowledgement forms pertaining to the international trip shall be retained at the school for one year.

#### Cross Reference:

Policy 306, Use of Volunteers

Policy 307, Use of Privately-Owned Vehicles

Policy 312, Administration of Medication to Students and Medical Procedures to Students in Schools

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### **Prior to International Educational Trip Departure**

#### **Months prior to departure**

Teacher/s 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.

**PLEASE NOTE:** The Principal will consult with and gather input from the teachers 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.

#### **Two weeks prior to departure**

The supervising teacher/s for the international school trip shall provide the Principal with the following:

- Third-party immediate emergency contact numbers
- emergency phone tree for all trip participants
- a copy of complete travel itinerary
- copies of applicable immunization records and travel visas required for the trip
- copies of all relevant permission forms (original)
- copies of Vulnerable Sector Screening of volunteer/parental chaperones, vehicle transport forms, etc., as applicable
- copies of signed student code of conduct
- copies of contingency plan and signed agreements in the event a student is required to return home prematurely from planned itinerary.
- evidence of appropriate insurance coverage (third-party)

**PLEASE NOTE:** 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 (i.e., within 48 hours after the trip return date)

Cross Reference:

Policy 306, Use of Volunteers

Policy 307, Use of Privately-Owned Vehicles

Policy 312, Administration of Medication to Students and Medical Procedures to Students in Schools

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**After the International Educational Trip Returns**

1. Supervising teachers for the international educational trip are required to arrange to meet with the school Principal within 48 hours of returning from the trip to debrief the trip experience.

Elements would include and will not limited to:

- trip safety
- health of participants
- travel concerns (third-party) if any
- procedural review
- future recommendations

2. The Principal will debrief the Superintendent of Education following the teacher debrief session. The Principal will also update School Council at the first meeting following the conclusion of the trip.

**PLEASE NOTE:** There will be an expectation that the supervising teacher and possibly students returning from international educational travel will be included on the agenda and make a brief presentation to School Council at the first meeting following the conclusion of the trip.

Cross Reference:

Policy 306, Use of Volunteers  
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