POLICY: SCHOOL EXCURSIONS	# 705
SECTION: 700 : School Administration	Page 1 of 6
APPROVAL/REVISION DATE: May 5, 2025	EFFECTIVE DATE: May 6, 2025 / REVIEW DATE: May 6, 2030
CROSS REFERENCE:	Policy 705: Forms "A", "B", "C", "D", "E", "F", "G" Policy 505: Provincial/National Competitions OSBIE School Board/Snow Resort Safety Guidelines for Out-of-School Trips for Winter Sports Education Programs (revised November 2002) Policy 1005: Administration of Medication Policy 1011: Use of Volunteers Coded Memo BUS-25 Insurance Coverage - Rental Vehicles Used for Board Business

1. POLICY

1.1 The Board of Trustees approves and supports the concept and practice of school excursions as an integral part of students' learning.

1.2 The Board also encourages the involvement of parents/guardians in school excursions to support student learning, to increase awareness in school and system programs, to assist in supervision and fundraising, and to enhance Christian community within the school.

1.3 School staff have a duty to ensure the safety and well-being of students. The standard of care owed by educators to students is that of a reasonably careful or prudent parent/guardian.

2. DEFINITIONS

2.1 A **Local Excursion** (day trip) is an out-of-school learning experience that takes place within the school day, including transportation to and from the program site.

2.2 A **Local Extended Excursion** is an out-of-school learning experience extending beyond one or more school days, may include overnight accommodation and is within close proximity of the City of Thunder Bay.

2.3 An **Out-of-City Extended Excursion** is an out-of-school learning experience which extends beyond one or more school days, includes overnight accommodation, and is not within close proximity to Thunder Bay (includes out-of-city competitions).

2.4 A **High Risk Excursion Activity** is any activity taking place in an out-of-school environment in which the perceived risk of accident is higher than in everyday life. The following activities, although not exclusively so, are deemed to be high risk excursion activities:

- experiences in or near water in unsupervised areas;
- overnight camping (all seasons);
- orienteering in forested areas (wilderness orienteering);
- rough terrain hiking; and
- "extreme" sport activities i.e. skiing, snowboarding, mountain biking, snow tubing.

2.5 A **Common Carrier** is an organization that transports persons or goods, and offers its services to the general public, e.g. bus, train, plane, van or taxi.

3. GENERAL PRINCIPLES

3.1 All excursions must be based on the system's curriculum, a Board approved co-curricular activity or initiative, be preceded by adequate preparation, and be followed up with appropriate activities.

3.2 It is the responsibility of the Principal to ensure that parents/guardians are informed in writing of all excursions. A letter containing all the elements of *FORM B: School Excursion Parent/Guardian Information and Informed Consent Form* shall be sent to parents/guardians. A signed Parental Form B must be completed for all participating students and retained on file in the school.

For students over seventeen (17) years of age *FORM C: Release and Indemnification Form for School Excursion* must be completed for all participating students and retained on file in the school.

3.3 *Medical Information Forms (Form F)* for each participating student must be obtained for all extended excursions and High Risk Excursions. These forms are retained by the excursion leader and are destroyed immediately following the excursion.

3.4 The duration of Local and Out-of-City Extended Excursions is limited to five (5) school days. Extensions beyond five (5) days may be granted at the discretion of the appropriate Supervisory Officer.

3.5 All students involved in the excursion are to demonstrate appropriate behaviour consistent with the School's Code of Conduct.

3.6 The Principal may withhold permission to participate in an excursion for students who persist in behaviour inconsistent with the School's Code of Conduct.

3.7 Out-of-city extended excursions apply to secondary and senior elementary schools. Senior elementary schools may attend extended out-of-city excursions to compete in Provincial and National academic competitions upon approval of the Director or designate.

3.8 The Board will make efforts to consider and implement the *Ontario Physical and Health Educator Association (OPHEA) Excursion Guidelines* when appropriate.

3.9 Common Carrier is the preferred method of transportation when land transportation is being utilized. Should a common carrier not be available and/or in the event the distance is less than 200 km, a discussion with and approval by the Superintendent is required to rent vans.

3.10 Should Common Carriers not be available for land transportation, rental vans may be used. Only voluntary authorized staff members and community coaches who have been vetted or

approved by the Superintendent of Education are allowed to rent vehicles for the purpose of transporting students for extracurricular activities. Vehicles must be rented in the name of the School Board, not the school or the individual. Rental vans used must not have a seating capacity greater than for eight (8) students. The teacher or community coach must carry a list of passengers and informed consent forms from parents/guardians travelling in each rental vehicle used. Staff or community coaches are authorized to rent a vehicle with an appropriate license and must have the minimum public liability insurance coverage of $1,000,000.

3.11 Secondary sports teams will be limited to two (2) Out-of-City Competitions per school year. Regional or Provincial championships will not be counted toward this quantum.

3.12 Excursions will only be approved when scheduled departure and return are completed within the school year.

3.13 All excursions will include a minimum of one (1)-employee supervisor.

3.14 If Board employees are not available to supervise an excursion, then Volunteers approved by the Superintendent of Education may be secured to reach the required student/teacher ratio, provided a minimum of one (1) supervisor is an employee.

3.15 Both Secondary schools will produce a common Coaches Manual that will assist staff in planning for an excursion.

3.16 Pursuant to Policy 1011 (*Use of Volunteers),* all individuals not employed by the Board and who intend to accompany students are required to submit a Police Vulnerable Sector Check to the school Principal or the Administrator of the Board program. For the purpose of this policy, a parent/guardian of a child in the Board is considered a Volunteer if they undertake to supervise students.

4. EXCURSION APPROVALS

4.1 Local Excursions:

- The Principal approves the excursion utilizing *FORM A: Local Excursion (Day Trip) Approval Form.*

4.2 Local Extended Excursions:

- The Principal approves the excursion utilizing *FORM E: Extended Excursion Approval Form.*
- Where overnight accommodation is involved, the written approval of the appropriate Superintendent of Education is required (*FORM E*).

- Full approval for the excursion must be received a minimum of seven (7) days before the planned activity date.

4.3 Out-of-City Extended Excursions:

- All proposed Out-of-City Extended Excursions are to receive written approval in principle from the appropriate Superintendent of Education before detailed planning and/or fundraising commences. *FORM D: Out-of-City Extended Excursion 'Approval in Principle' Form* is to be utilized.
- Approval in principle must be attained prior to the commencement of fundraising and planning activities.
- Application for formal approval shall be forwarded to the appropriate Superintendent of Education utilizing *FORM E: Extended Excursion Approval Form*.
- Formal approval must be obtained a minimum of thirty (30) days prior to departure where no Board financial assistance is required. It is understood that from time to time 30 days notice is not practicable for excursions such as, but not limited to, Provincial and Regional competitions. Excursion Forms must be submitted and approved before the excursion occurs.

4.4 High Risk Excursion Activities

- A High Risk Excursion Activity may take place as part of any of the three types of excursions defined in 2.1, 2.2 and 2.3 and will require Superintendent approval.
- The *Skiing in the Schools Program*, although a high risk activity, has been approved for the system and will not require individual approval.
- Higher-risk activities may be so unique and specific in nature that they are not specifically mentioned by this policy. It will be the responsibility of the proposing group to research the appropriate literature and professional practice to minimize the risk to the health and safety of the participants.
- It is the responsibility of the Principal to ensure that parents/guardians are aware of the dangers and risks associated with a High Risk Excursion. A letter containing all elements of *FORM B* will be sent to parents/guardians. The signed parental/guardian consent form must be retained on file in the school.
- A CSA approved helmet (sport specific) is required for all students, staff and volunteers when participating in the following sanctioned activities:
    a) Skating
    b) Hockey
    c) Skiing
    d) Snowboarding
    e) Rollerblading
    f) Cycling

5. SUPERVISION/ACCOMMODATIONS

5.1 The Principal shall ensure the following minimum standard of supervision:

Local Excursion (Day Trip)

- Kindergarten: 1 adult supervisor (employee): 10 students
- Grade 1- Grade 6: 1 adult supervisor (employee): 15 students
- Grade 7 – Grade 12: 1 adult supervisor (employee): class

Local Extended Excursions

- Grade 9 – Grade 12: 1 adult supervisor (employee): 10 students

Out-of-City Excursions

- Grade 7 – Grade 12: 1 adult supervisor (employee): 10 students

5.2 If necessary, the Principal and teacher shall increase or decrease the standard of supervision as outlined in Section 5.1 after considering the risk factor, the nature, the duration of the excursion and the characteristics of the student group involved. At no time shall the standard of supervision be lower than outlined in Section 5.1.

5.3 Where co-ed groups of students are involved in overnight excursions, the Principal shall ensure that a minimum of one male and one female supervisor accompany the group. Where a single gender group of students is involved, a supervisor of the same gender will accompany the group. Supervisors are to be quartered on the same floor or in the same general area as the students.

6. RESPONSIBILITIES OF THE SUPERVISING TEACHER

6.1 The Principal and School staff are responsible for the students' safety and orientation. Principals will ensure that the supervising teacher for the excursion will:

- send an information package for parent/guardian signature;
- where appropriate, organize an orientation session for the participating students, parents/guardians and other adult supervisors;
- supply each student with an itinerary, a code of conduct, and a list of the appropriate clothing and/or supplies;
- have in his/her possession during extended excursions, the names and addresses of persons to contact in an emergency, and completed Medical Information Forms (FORM F);

- provide the Principal with an itinerary, emergency contacts and a passenger list by vehicle;
- make contact with the activity provider prior to the excursion to arrange student identification and control procedures;
- check weather and road conditions prior to departure whenever land transportation is used. Should conditions dictate, travel plan will be either delayed or canceled;
- Regularly count students during the excursion;
- Establish a process with the Principal to respond to emergencies during the excursion (eg. lost student);and
- Establish a process with the Principal to respond to matters of inclusion for students with special needs and/or mobility needs.

6.2 Where a secondary school group is traveling outside Canada, additional information and requirements must be considered by participants and supervisors, for example:

- birth certificates;
- visa/passports;
- immunization certificates;
- extra medical insurance; and
- knowledge of Customs Regulations.

6.3 Supervisors planning an excursion outside of Canada must complete *Form G: Extended Excursion Checklist for Travel Abroad.*