

**MOOSE FACTORY ISLAND
DISTRICT SCHOOL AREA BOARD**

ADMINISTRATIVE PROCEDURE NO. 220	
Effective	
Revision Date	

CURRICULUM-BASED EXCURSIONS

PURPOSE

Class instructional time continues to be the fundamental component of school programs. Moose Factory Island District School Area Board also encourages, where possible and appropriate, the extension of the school learning environment to the school community and beyond.

This administrative procedure and related forms describe system expectations and supports for out-of-school learning.

DEFINITIONS

Excursion: An excursion is any school-sponsored and teacher-supervised activity involving students that is related to the school curriculum and takes place off school property. An excursion may be any of the following: neighbourhood, same-day, overnight, or a high-care activity.

Neighbourhood Excursions: Neighbourhood excursions are within walking distance of the school. Examples of such excursions are a walking trip to a community facility or jogging in physical education class. Parents may provide a single consent to cover the entire school year for such routine excursions.

Same-Day-Excursions: Same-day excursions are trips which require students to leave the school for a length of time, not longer than one day.

Overnight Excursions: Overnight excursions are trips which require students to be away from home for one or more nights off the school property.

High-Care Activities: High-care activities involve increased risk or special safety considerations. They include activities in or on the water or that require special qualifications or certification for supervision.

Consent: Consent is given by the parent for his or her son, daughter, or ward to participate in an excursion after all reasonable efforts have been made to fully explain the activity and any reasonably foreseeable risks associated with that activity.

Parent: In this administrative procedure, the term parent includes parents, guardians, or any other caregiver legally recognized as acting on behalf of the student.

PROCEDURES

It is desirable to take students into the community and beyond to experience the educational value of learning experiences outside the classroom. Excursions should be an integral part of every student's program of studies.

The staff members of Ministik School are encouraged to provide a wide range of out-of-school learning opportunities for their students which judiciously and deliberately support and complement the learning expectations of the Ontario school curriculum.

1. Procedural Expectations

- 1.1. All activities shall be linked to curriculum expectations. Excursions will enhance the learning experiences of students and help them make connections across a number of subject areas.
- 1.2. Student safety shall be the priority in the planning and implementation of all excursions.
- 1.3. Excursion planning shall include careful consideration and preparation in relation to funding, training, travel, supervision, risk management, contingency planning, and evaluation.
- 1.4. Planning and supervision for excursions are shared responsibilities of the principal, teaching staff, parents, and students. Specific responsibilities are set out in the appendices to this procedure.
- 1.5. Each proposed excursion will be reviewed and approved by the principal and/or superintendent using the appropriate forms. The principal approves neighbourhood and same day excursions using Form ADMIN-220-01 Request for Excursion Approval by Principal. The principal may obtain a single annual approval from parents for repetitive sports or co-curricular activities within walking distance of the school.
- 1.6. The Supervisory Officer approves excursions outside the community, and trips that involve overnight stays on Form ADMIN-220-02 Request for Excursion Approval by Supervisory Officer. The Supervisory Officer also approves excursions that involve high care activities, using Form ADMIN-220-03 Request for High Care Activity Approval by Supervisory Officer.
- 1.7. Excursions can occur throughout the school year. The principal and teacher-supervisor will consider factors such as timing; frequency of excursions per student/staff member; the age and maturity of students related to the excursion length; availability of site; and financial costs to students and families.
- 1.8. Students will not be prevented from participating due to an inability to pay.
- 1.9. Every effort shall be made to ensure that all excursions are available and accessible to students with special needs.

- 1.10. The written, informed consent of the parent(s) shall be obtained for all excursions using Form ADMIN-220-04 School Excursions Parent Consent to Participate.

NOTE: Excursions or travel not approved by the principal or Supervisory Officer are not endorsed, funded, or affiliated with Moose Factory Island District School Area Board, and the Board takes no responsibility for such trips.

2. Health and Safety

- 2.1. Excursions that involve an element of risk must be approved by the Supervisory Officer using Form ADMIN-220-03 Request for High Care Activity Approval by Supervisory Officer.
- 2.2. Health and safety issues shall be given the highest priority for students and staff when planning an excursion. Parents are required to provide the school with current, accurate medical and emergency information as outlined on Form ADMIN 220-04 School Excursions Parent Consent to Participate, and on the more detailed form, Form ADMIN 220-05 Student Medical History.
- 2.3. All activities, facilities, and equipment have inherent risks, but the more effectively they are supervised, the safer they become.
- 2.4. The parent consent form will include a clear description of the element of risk students will experience during the excursion.
- 2.5. Teachers and administrators will exercise their discretion to determine the appropriate level of supervision during an excursion. The following factors shall be considered:
- a) the risk level of the activity;
 - b) the nature of the destination;
 - c) the need for safety gear;
 - d) the participants' skill level, special needs, competence, and capacity;
 - e) the participants' ages and maturity; and
 - f) environmental factors, such as weather and traffic conditions.
- 2.6. There must be same-sex supervisors on field trips that are overnight. Same-sex supervisors must be in attendance for room checks.
- 2.7. The principal will ensure that the supervisors/teachers-in-charge understand that they are expected to supervise for the duration of the field trip, upholding and enforcing the rules of the school and the requirements of the school Code of Conduct.
- 2.8. The teacher-supervisor shall incorporate a buddy system so that student numbers can be determined quickly in the event of an emergency.

3. Volunteer Supervisors

- 3.1. Volunteers are expected to know and support the school Code of Conduct and to report any inappropriate student conduct.

- 3.2. Volunteers are expected to adhere to the trip schedule and to model appropriate behaviour and dress, and to refrain from smoking or using alcohol while supervising the students.
- 3.3. The principal or Supervisory Officer may require volunteers for an excursion involving an overnight stay to have a criminal background check.

4. Consent and Communication

- 4.1. The principal or teacher-supervisor will communicate with parents regarding the details of all excursions in which students take part. This allows parents to make an informed decision about their child's participation in an excursion.
- 4.2. The principal and/or teacher-supervisor must notify the parent(s) in writing of:
 - a) the educational purpose for taking the trip;
 - b) details of supervision, schedules, itineraries, meal arrangements, and any additional costs that could be incurred by the students;
 - c) the applicable rules for safety and proper conduct during the trip;
 - d) the rights of the school supervisor(s) to ensure safe supervision;
 - e) the right of the parent to deny his/her child's participation; and
 - f) the right of the parent to identify special medical and dietary considerations.
- 4.3. The signed parent consent must be held by the teacher-supervisor prior to the departure of a student on an excursion.
- 4.4. In the information that is shared with students and parents, the terms and conditions for payments and refunds will be outlined in detail. For example, if an excursion is cancelled, in some situations, it is possible that the initial deposit may not be returned.
- 4.5. All requests for special arrangements (i.e. parents transporting their child; a parent transporting another child; etc.) are to be made in writing to the principal. Such requests are at the discretion of the principal and must be pre-approved by the principal.

5. High-Care Activities

- 5.1. There shall be no swimming on field trips or excursions unless life guards are on duty and only then with the specific written permission of the parent.
- 5.2. Students may only participate in trips involving boating when specific written permission of the parent is on file in the school office, and it is a requirement for participation that life jackets, as approved by Transport Canada, are worn by students in such boats, except on licensed commercial passenger vessels.
- 5.3. The details on consent forms are intended to provide fair, common sense cautions about risks which may typically occur through no fault of either students or those staff members or volunteers arranging and supervising the excursions. The details do not need to include specific outlines of every possible contingency. For example, a statement of risk for alpine skiing might be: "Skiing is a sport with physical

demands and inherent risks which are beyond the control of the trip organizers and ski resort staff. Falls, collisions and other incidents may occur and cause injury. Skiers must assume those risks and dangers which may occur through no fault of any person.”

5.4. Students and parents should be made aware that they are responsible for their own Health and Accident Insurance, and that they are accepting the risks inherent in the activity.

5.5. Parents should not be asked to “waive” rights to file suit for liability for accidents caused by the neglect of the board, teacher-supervisor, or staff of outside agencies or facilities.

6. Participation

6.1. Any student who has demonstrated appropriate conduct and who is in good standing may take part in excursions as approved by the school, subject to the criteria and guidelines of that particular activity.

6.2. The principal will have the final word on the eligibility of the student’s participation after consultation with the teacher-supervisor.

7. Financing

7.1. Careful assessment of companies sponsoring student tours is to be conducted. Every attempt should be made to find tours of an economical cost to students.

7.2. Whenever possible, the cost of adult supervisors will be covered by the school fund-raising activity rather than the individual student fees.

7.3. Upon request, a statement of expenses will be provided to parents upon completion of the trip.

7.4. A staff member may not receive any pecuniary advantage, salary, honorarium or other, from an approved outside agency tour. A staff member may, however, accept free travel and accommodation on the tour/exchange/excursion for his or her services, provided all such benefits are approved by the principal.

7.5. The Board will not normally assist financially with excursions beyond allotments in the budget.

8. Transportation and Inclement Weather

8.1. As a general principle, the school is encouraged to hire licensed carriers to transport students for excursions. Where this is not practical because of costs or the number of participants, volunteer drivers and/or use of rental vehicles or private vehicles may be used with the approval of the principal.

- 8.2. An insurance rider shall be provided by the insured for the occasional and infrequent use by the insured of his/her personal automobile for the transportation of children to or from school or school activities conducted within the education program.
- 8.3. A copy of the insurance rider shall be on file with the principal prior to departure and the driver of such vehicles shall be a person (principal, teacher, parent) of at least 18 years of age and hold a valid driver's license.
- 8.4. While travelling within province on a Board funded excursion, if hazardous weather conditions cause a teacher-supervisor to decide to remain off the road for an extra night, parents will be notified by telephone through the principal and the cost of overnight accommodations and food will be reimbursed by the Board.
- 8.5. Travel will not commence if hazardous weather conditions and/or weather warnings (as reported through the Ontario Ministry of Transportation and/or Ontario Provincial Police and/or Environment Canada) exist and warrant the cancellation of school buses in any area intended for travel. In the event that conditions change, and acceptable travel conditions (as reported through the Ontario Ministry of Transportation, OPP, and Environment Canada) prevail, travel may commence after consultation with the Supervisory Officer.

REFERENCE DOCUMENTS

Legal References:

Education Act, section 169.1 Board duty to provide effective education programs

Public Health Act: Swimming Pool Regulations

Highway Traffic Act

Travel Industry Act (1990)

Ontario Regulation 298 Operation of Schools, section 11: Duties of Principals

Ontario Regulation 298 Operation of Schools, section 20: Duties of Teachers

Ontario Regulation 521/01 Collection of Personal Information [reference checks]

Ontario Ministry of Education. (2010). *School Effectiveness Framework: A support for school improvement and student success. K-12*

Ontario Ministry of Education. (2011). *Learning for All: A Guide to Effective Assessment and Instruction for All Students, Kindergarten to Grade 12. Draft.*

Board References:

Board Policy GOV-01 Vision, Mission, and Values

Board Policy GOV-02 Role of the Corporate Board

Board Policy GOV-03 Role of the Supervisory Officer

Form ADMIN 220-01 Request for Excursion Approval by Principal

Form ADMIN 220-02 Request for Excursion Approval by Supervisory Officer

Form ADMIN 220-03 Request for High Care Activity Approval by Supervisory Officer

Form ADMIN 220-04 School Excursions Parent Consent to Participate

Form ADMIN 220-05 Student Medical History.

APPENDIX A**RESPONSIBILITIES: THE PRINCIPAL**

1. The principal will ensure adherence to all requirements of Administrative Procedure 220 Curriculum-Based Excursions.
2. The principal will sign approval for neighbourhood and same-day excursions on Form ADMIN-220-01 Request for Excursion Approval by Principal at least two weeks in advance of the excursion.
3. The principal must ensure that the superintendent has approved trips outside the community, overnight excursions, and extended trips, using Form ADMIN-220-02 Request for Excursion Approval by Superintendent at least one month in advance.
4. If a high-care activity is planned, the principal must obtain the superintendent's approval on Form ADMIN 220-03 Request for High Care Activity Approval by Superintendent a minimum of three months in advance.
5. All excursions must be planned jointly by the principal, the teacher-supervisor(s), and other adults who will conduct the trip. Appropriate pre- and post-excursion activities will be developed.
6. A program must be provided for each student not participating in the excursion.
7. The principal will ensure that the activity has educational value, i.e., it relates to learning expectations and the activity is appropriate for the students' age and physical and mental level of development.
8. For all excursions, information shall be communicated to parents explaining the purpose, supervision, elements of risk, program, and schedule well in advance of the excursion.
9. The principal will make certain that Form ADMIN 220-04 School Excursions Parent Consent to Participate is completed and signed for every student who participates in an excursion. All students must have health insurance. There are special requirements for high-care activities.
10. The principal is responsible for ensuring that one certified teacher from the school is designated as the teacher-supervisor who is in charge of the excursion. The principal shall not designate an occasional teacher as the teacher-supervisor for 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 activities on the excursion.
11. The selection of additional supervisors will take into account the number of students, their age, gender, and the nature of the activity. The principal has authority to delegate responsibility to adults who are not teachers, and will retain on file the names of all adult supervisors and resource persons assisting in the management of the excursion.

12. Principals will approve the participation of each driver volunteer, and ensure that volunteers are familiar with the school Code of Conduct.
13. The principal will ensure that information about volunteer supervisors and drivers is communicated to parents and that consent is obtained for each excursion for students to travel in specified private vehicles with specific volunteer drivers.
14. The principal will ensure that all supervisors are aware of relevant medical concerns for all participants as noted on Form ADMIN 220-05 Student Medical History.
15. The principal will make certain that prior to departure, the following items are supplied to the school office:
 - a) the phone number or contact information for the principal or designate;
 - b) the excursion itinerary and contact number for the teacher-supervisor while on the excursion, and
 - c) a manifest, which includes by vehicle, the names of students and supervisors and their emergency contact telephone numbers.
16. During the excursion, the principal or designate identified to teachers shall be available to the teacher-supervisor by telephone, cellular telephone, or other wireless means of communication in case of an emergency. The principal will see that an appropriate contingency plan is part of every excursion.
17. The principal will make certain that the following documentation has been received and is on file at the school for any outside agency that sets up an approved excursion:
 - a) a copy of the agent/agency's Ministry of Consumer and Commercial Relations current registration form;
 - b) a Certificate of Insurance outlining the agent/agency's current comprehensive general liability coverage of at least one million dollars; and
 - c) a copy of the agent/agency's current Student Insurance Policy.
18. The principal is responsible for ensuring that, for any approved out-of-province excursion, e.g., a student tour organized by an outside agency, the agency's plan includes comprehensive additional coverage for students while on the tour that includes hospital/medical, loss-of-baggage and tour cancellation coverage. All students must purchase the comprehensive insurance package offered by the travel agent.

APPENDIX B**RESPONSIBILITIES: THE TEACHER-SUPERVISOR**

1. The teacher will ensure that learning expectations for the excursion are established early in the planning process.
2. The teacher will make certain that, according to the type of excursion planned, principal and/or superintendent approval is secured before any commitments are made. For example, non-refundable deposits are not made until the excursion is approved. Communication with the appropriate supervisor about the excursion must be continuous and on-going.
3. The teacher will ensure that supervision meets the standard of a reasonable and prudent parent and that the minimum requirements for supervision are followed for each type of excursion.
4. The teacher will make certain that completed forms and plans for excursions that involve high-care activities have been submitted to the principal and superintendent well in advance of the trip. For any sport-related activity teachers shall consult the detailed Ontario Physical and Health Education Association (OPHEA) Safety Guidelines.
5. The teacher will see that bookings or reservations are arranged well in advance to secure use of facilities or resources. Whenever possible, the teacher will conduct a pre-trip visit to the study site to become familiar with the physical lay-out and opportunities for curriculum-related activities.
6. The teacher will review with students rules of conduct and safety (including the school Code of Conduct), as well as personal needs. Appropriate safety instruction must be provided to students including knowledge of what to do in an emergency situation, and the use of emergency gear, where appropriate.
7. The teacher will ensure that parents are given written information to explain the nature and details of the excursion including: itinerary, costs, deposits, refunds, non-refundable costs, behavioural expectations, and any risks associated with the excursion. Parents must be advised of their responsibilities, and written parent consent must be obtained on the appropriate forms. The consent forms will be kept on file for at least one year after the excursion.
8. A parent meeting will be held for excursions that are overnight or involve high-care activities or trips out-of-province. It is mandatory for a parent of a participating student to attend or make alternate arrangements.
9. Volunteers can be recruited to increase the number of supervisors for trips. Volunteer supervisors are required to obtain the principal's approval. It is essential that supervisors have adequate experience and training to ensure the safety and well-being of the students involved. Supervisors must collect proof of current certification, training, or experience from the volunteers.

10. The teacher will ensure that when students are taken on trips, the supervisor is aware of the individual characteristics of each student, such as health concerns. Supervisors must make provision for emergencies which may arise.
11. When students are taken on an excursion which requires them to be outdoors, teacher supervisors will recommend to students ahead of time that they wear a wide-brimmed hat, use sunscreen, and cover up with clothing to protect them from the sun. Teachers will also recommend that students wear an appropriate bug repellent to protect them from biting insects.
12. Students should carry proof of adequate health insurance, for example, a valid health card (when appropriate). Emergency contact phone numbers must be carried with all the teacher-supervisors during the excursion. Before departure, a copy of the manifest which contains a list of student names and emergency contact phone numbers must be left with the principal at the school for use in the event of an emergency during the excursion.
13. The teacher will ensure that a buddy system is organized for students and supervisors on the excursion.
14. The teacher is responsible for seeing that advance notice is given to other teachers whose schedules or classes will be affected by the excursion.
15. Students may only participate in high-care activities if all appropriate procedures have been completed prior to the excursion departure.
16. If adult volunteer drivers are used in an excursion, parents will be informed on the parental consent form. Every effort will be made to obtain consent for each excursion for students to travel in specified private vehicles with specific volunteer drivers.
17. The teacher will make certain that students who do not participate in the excursion will receive appropriate and related lessons. Also, all students who participate in an excursion shall be allowed to complete any assignments or assessments missed due to the excursion within a reasonable time after the excursion, without penalty.
18. For out-of-province trips all participants must have the appropriate proof of citizenship, passport, health card, immunization card, and out-of-country health/accident/travel insurance requirements, as outlined for each student and staff member.
19. During an excursion, if a student experiences an injury that requires medical attention the teacher-supervisor will immediately contact the parent and complete an OSBIE Incident Report Form. The school will ensure that the form is forwarded promptly to the business administration office. During an excursion, if a student is admitted to hospital or is seriously injured, the principal, parent, superintendent and the business administration office shall be contacted immediately.

APPENDIX C**RESPONSIBILITIES: PARENTS AND STUDENTS**

1. The parent(s) and student will ensure that:
 - a) all pertinent forms and financial arrangements have been completed and submitted by the dates set out;
 - b) preparations for the trip have been made, including required documents, appropriate clothing, sun protection, equipment, supplies and learning materials, and additional insurance if required;
 - c) proper authorization, documentation, and medical coverage are arranged for participation in any out-of-province excursion.
 - d) any assignments and assessments missed in other subjects or program areas because of the excursion are to be completed within a reasonable time after the excursion, as communicated by the student's teachers;
 - e) rules of conduct and safety, including the school Code of Conduct and rules for the specified excursion, are understood and followed;
 - f) the buddy system, used for a fast head-counting system, is clearly understood;
 - g) the student refrains from the use of tobacco, alcohol, and the non-medical use of drugs at all school activities, whether they occur at school or off school property on excursions.
2. Failure to adhere to the above responsibilities may result in a variety of consequences.
 - a) The student may be excluded from the excursion or a subsequent excursion.
 - b) During an excursion, if the supervisor deems the behaviour of a student to be so inappropriate as to warrant the cancellation of his or her excursion privileges, the parent must agree to the student being returned home at the parent's expense.
 - c) Any student found in possession of, or using, illegal drugs or a weapon will be sent home from the excursion at the parent's expense and may be subject to legal penalties.
 - d) If a student is sent home, the teacher-supervisor of the excursion must contact the principal or designate and a parent prior to the student's departure, to ensure appropriate supervision of the student during the trip home and that the student is met by a parent upon arrival.
 - e) At the discretion of the principal, other discipline may be imposed.