

| ADMINISTRATIVE PROCEDURE 260 | |
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| SECTION: EDUCATION PROGRAMS AND MATERIAL | |
| Adopted/Original Date of Issue | 2004 |
| <input checked="" type="checkbox"/> Last Reviewed <input checked="" type="checkbox"/> Revised | 2024 |
| Next Review Date | 2028 |
| Contact | Superintendent – Program Services |

SCHOOL EXCURSIONS

BACKGROUND

Renfrew County District School Board recognizes the value of creating authentic and contemporary learning and life experiences that empower students with a deeper understanding of, and respect for, both community and global citizenship.

Student excursions can be defined as organized educational activities that occur away from the school in which the participants are enrolled. These excursions can be an effective means of providing students with learning opportunities beyond those which can be offered within the school. The Director of Education provides the following definitions and guidelines to govern the operation of student excursions:

PROCEDURE

1. Definitions

- 1.1. Excursions are organized educational activities selected because of a connection to one or more subjects of study. The purpose is to reinforce or extend student knowledge, skills, or attitudes being developed within the school setting. Excursions can also be organized student activities selected because of a connection to broader educational goals of an academic, artistic, athletic or social nature. Excursions will fall into one of three categories: day-trip (within one calendar day); overnight (one or more calendar days domestically; and international (out of country).

2. Responsibilities of the Principal

- 2.1. The Director of Education holds the principal responsible to ensure that: Excursions are thoroughly planned and are linked to curriculum and student growth;
 - 2.1.1. Students will be supported with accessing information on financial supports through school, District and community partnerships, when applicable. For example scholarships and fundraising.
 - 2.1.2. the teacher responsible for the grade, subject area, or classroom, is willing to be the lead teacher organizing and supervising the trip;

- 2.1.3. personnel trained in CPR and First Aid are available to all students and staff on the trip, and access to first aid supplies are readily available;
- 2.1.4. For International excursions a higher threshold for First Aid and CPR is required, depending on the activity and size of the group.
- 2.1.5. Appropriate supervision is required at all times on excursions. The Opeha guidelines must be consulted as they are a tool to establish minimum safety standards. We will do our best to exceed these standards. As the safety and well-being of students is of paramount importance, staff are aware of their obligation to appropriately supervise for the entire duration of the activity;
- 2.1.6. parents and students are informed of any material and known risks and should be given adequate information about the trip/excursion in advance;
- 2.1.7. all excursions are managed carefully and informed consent is obtained (please refer to O.S.B.I.E. guidelines);
- 2.1.8. When selecting a complement of supervisors, and planning for accommodations, for overnight excursions, consideration will be given to the gender identity of all students and staff in accordance with the Gender Identity and Expression Guideline.
- 2.1.9. Staff/parents/guardians and students are made aware of, and agree to conform with, the school [Code of Conduct](#) according to the [Education Act](#); and the expectations outlined in AP 496, 411, 170;
- 2.1.10. proper liability insurance coverage is in place prior to the student excursion;
- 2.1.11. any student participating in an excursion off school property has written permission from their parent/guardian and all consent forms are collected and accounted for prior to each trip;
- 2.1.12. students who are not participating in an excursion which occurs during school hours are provided with appropriate in-school activities;
- 2.1.13. it is recommended that any approved vehicle used for a student excursion is staffed with at least one of the designated school personnel. This supervisor will be responsible for monitoring the behaviour of the students riding the bus. If private vehicles are being used for transporting students, then the appropriate Travel by Private Vehicle Forms must be completed. The Form numbers are: 260-8A and 260-8B;
- 2.1.14. no commitment is made to students, parents/guardians, transportation authorities, or travel agents until approval in principle for the trip has been received from the appropriate approving authority as set out in this procedure.

- 2.2. Approval in principle does not guarantee final approval. In considering final approval, the approving authority will consider the following:
- 2.2.1. expressed educational value of the excursion;
 - 2.2.2. evidence of good planning and appropriateness of activities;
 - 2.2.3. evidence of appropriate liability insurance;
 - 2.2.4. suitability of proposed supervision;
 - 2.2.5. suitability of proposed travel and accommodations;
 - 2.2.6. evidence of an appropriate financial plan identifying proposed sources of funding;
 - 2.2.7. evidence of written approval from parents/guardians;
 - 2.2.8. appropriate plans for non-participants;
 - 2.2.9. excursion transportation provider must be from the Board Approved
 - 2.2.10. Transportation Provider list on the [Renfrew County Joint Transportation Consortium website](#).
 - 2.2.11. impact on regular program caused by student and teacher absence during excursion;
 - 2.2.12. appropriate training/qualifications for supervisors;
 - 2.2.13. provision of itinerary and contingency plan;
 - 2.2.14. and any other relevant factor(s).
- 2.3. All excursions require written approval from the designated authority as indicated in the following chart.

| Type | Approving Authority | Deadline for Request for Approval in Principle | Deadline for Request for Final Approval | Expectations |
|-----------|---------------------|--|---|---|
| Day Trip | Principal | Determined at school level | Determined at school level | Scheduled to minimize instructional days missed; Accessible to all eligible students; Involve minimum cost. |
| Overnight | Superintendent | Three months in advance (excluding school teams) | One month in advance (excluding school teams) | |

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|---------------|-------|------------------------------|--|---|
| International | Board | Ten months prior to the trip | One month in advance through Superintendent of Education | Scheduled to minimize instructional days missed; Accessible to all eligible students; Involve minimum cost; Consultation with parents and appraisal of school council must take place during the 10-month planning period. |
|---------------|-------|------------------------------|--|---|

3. Criteria for School Excursions

- 3.1. Situations that do not meet the criteria above should be proposed to the family of schools superintendent by the school principal.
- 3.2. Excursions using a commercial holiday tour provider where teachers will not accompany students are not connected with the educational program and are, therefore, not sanctioned by the Director. Advertising for these trips will not occur on Board property or Board media. Please note the service contract is between the tour provider and the parent/student. The district will not enter into any contracts with the tour provider or with parents and thus is not in a position to cancel the excursion. However, individual participants may choose to withdraw at any time and pay the cancellation penalty. Excursions using a commercial holiday tour provider where teachers will accompany students and provide leadership and are connected to the educational program (e.g. international excursion using an established commercial tour provider) may be approved by the designated authority.
- 3.3. Student and teacher absences resulting from curricular excursions must have a minimal impact on regular school programs.
- 3.4. Parents must be made aware of the potential of trip cancellation and that students may be sent home at their parents’ expense if there are behaviour concerns.
- 3.5. It is expected that all students travel on the approved vehicle on school excursions. The school principal must approve any alternate transportation arrangements.
- 3.6. If any excursion requires a waiver to be completed, staff must seek approval from their administration for approval.

4. **Liability Insurance**

- 4.1. All “trip drivers”, including volunteer drivers must be advised that to comply with the Board’s excess liability insurance, they must:
 - 4.1.1. use a licensed automobile, which carries valid automobile Third Party Liability Insurance as required under Ontario legislation;
 - 4.1.2. notify the driver’s insurance company and place a rider on policy;
 - 4.1.3. provide the administration with prompt written notice, with particulars, of any accident arising out of the use of a licensed automobile during a trip on board-related business;
 - 4.1.4. be aware that the school board’s Excess Automobile Liability insurance comes into effect only after the vehicle owner’s primary Third Party Liability insurance limit has been exhausted;
 - 4.1.5. be aware that any damage to the volunteer’s vehicle, the cost of any insurance deductible or premium adjustment as the result of an accident while the vehicle is being used on board-related business is not covered by the school board’s Excess Automobile Liability insurance;
 - 4.1.6. N.B. A “trip driver” is defined as any person authorized by the administration who has agreed to be a driver for a certain trip while he or she is driving his or her own or another licensed automobile. This includes, but is not limited to trustees, employees, teachers, parents, volunteers, officials of the school board;
 - 4.1.7. Volunteers accompanying any students on a school excursion are required to have a criminal background check including a vulnerable sector screening.

5. **Appropriate Supervision for the Various Grade Levels for Excursions**

The following ratios must be met according to the activity and grade level chart below, however review the further considerations:

| Activity | K- Grade 2 | Grade 3-5 | Grade 6-8 | Grade 9-12 |
|---------------|------------|-----------|-----------|------------|
| Day Trip | 1:8 | 1:10 | 1:12 | 1:15 |
| Overnight | N/A | N/A | 1:8 | 1:12 |
| International | N/A | N/A | N/A | 1:6 |

- 5.1. Supervision requirements are dependent on many factors. Ontario School Board Insurance Exchange (O.S.B.I.E.) notes that courts have defined ‘adequate supervision’ as a product of many variables (e.g. student age, student ability, student experience, and the nature of the activity). The professional judgment of

the designated approving authority may supersede the above ratios (e.g. a short walk around the school neighbourhood may not require a specific ratio).

- 5.2. Additional supervision may be required to meet the needs of the classroom due to special circumstances.
- 5.3. For any excursion that includes student activities referenced in the Ontario Physical and Health Education Association (Ophea.) guidelines, the designated authority will ensure that these guidelines have been consulted. Note that the Ophea guidelines represent the minimum levels of supervision required.

6. Excursions Involving Water-based Activities

- 6.1. To further clarify expectations when schools are planning and scheduling excursions that involve swimming or water-based activities applicable to all employees and students of the District and is based on the present safety standards of the Ontario Physical and Health Education Association (Ophea).
- 6.2. For swimming and water-based activities, students and their parents/guardians must be informed of any swim test(s) and the results of the swim test(s) prior to participating in any water-based activities.
- 6.3. Students and staff may not participate in swimming or water-based activities on international excursions.
- 6.4. Staff shall consult the Ophea website prior to booking a trip to confirm the standards for elementary and secondary excursions involving water-based activities (safety.ophea.net)
- 6.5. When swimming and participating in water-based excursions, please ensure you have a list of students present (class list), and a confirmation with a signature from the lifeguard that a swim test from the facility has been completed for each student listed.
- 6.6. **Class "A" pools:** Public pools where the general public is admitted and are operated in conjunction with or as part of a program of an educational, instructional, physical fitness or athletic institution or association. These pools are permitted for school trips.
- 6.7. **Wave pools:** Must be designated Class "A", have an admission standard (swim entry test) along with the appropriate lifeguarding qualifications and supervision ratios to be permitted for school excursions.
 - 6.7.1. Class "A" pools (including Class A wave pools) attached to a waterpark are not permitted.
- 6.8. All permitted swim examples require a swim test.
- 6.9. Students shall not perform the duty of lifeguard under any circumstance.
 - 6.9.1. Furthermore, no school shall arrange their own lifeguards for an excursion unless they offer a Secondary Outdoor Education course. In this case, they shall arrange for someone with First Aid and Lifeguarding certification to accompany the students and staff on the trip.

The following chart provides examples of water-based activities that are permitted and not permitted. For a more thorough explanation including a list of definitions, please consult the Ophea website.

| Permitted | Examples |
|---|---|
| Class "A" public pools with swim entry test | Dundonald Hall Pool Kinsmen Pool Carleton University Pool |
| Wading Pools (if they have an admission policy and are lifeguarded) | Kinsmen Pool |
| Beaches (with the proper ratio of qualified lifeguards on site as per Ophea guidelines) | Black Bear Beach Lamure Beach |
| Class "A" wave pool | Kanata Leisure Centre and Wave Pool |
| Not Permitted | Examples |
| Class "C" pools Hotel Pools Private pools (backyard) Waterparks | Calypso Mont Cascades Fallsview Great Wolf Lodge Wonderland Logos Land |
| Unsupervised beaches and unmarked waterways. | Arrowhead Beach Park Riverside Park |

7. **Excursions Involving Trampolines:** Excursions involving trampolines are strictly prohibited.
8. **Hospitals and Clinics:** For all overnight and high-risk excursions, a list of hospitals and/or clinics and the proximity to the hospital must be included.

- [F260-1 - Parental Consent and Medical Form](#)
- [F260-1B - Parental Consent for Athletics/Club and Medical Form](#)
- [F260-1C - Parental Consent for Educational Outing](#)
- [F260-2 - Day Excursion Proposal Form](#)
- [F260-3 - Overnight Excursion Proposal Form](#)
- [F260-4A - International Excursion Proposal Form](#)
- [F260-4B - International Excursion Planning Form](#)
- [F260-5 - Contingency Plan](#)
- [F260-6 - Informed Consent/Permission Form for High-Risk Excursions](#)
- [F260-7A - Swimming Requirement Validation Form](#)
- [F260-7B - Swimming Requirement Validation Form - On-site](#)
- [F260-8A - Volunteer Driver - Authorization to Transport Students](#)
- [F260-8B - Volunteer Driver - Student Driver 18 or Older](#)

Legal Reference Education Act S. 1; S. 170; S. 265

RCDSB References

AP 343 Gender Identity and Expression - Students and Staff

Procedure History

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| Approved: | Nov 2011; May 2014; Apr 2022; Mar 2023; Mar 2024 |
| Reviewed: | Oct 2017; Nov 2017; Mar 2019; Mar 2024 |
| Revised: | May 2014; 2019; Apr 2022; Mar 2023; Mar 2024 |