



# Northeastern Catholic District School Board

## EDUCATIONAL EXCURSIONS

Administrative Procedure Number: APE 003

### POLICY STATEMENT

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The Northeastern Catholic District School Board is committed to providing our learners with diverse opportunities outside of the classroom setting. The NCDSB believes that educational excursions allow our students to explore and experience the Ontario Curriculum and Ontario Catholic Graduate Expectations in different, meaningful ways. We believe that all such opportunities must be designed to enhance the spiritual, academic, cultural, social or athletic components of the school program.

### REFERENCES

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Northeastern Catholic District School Board Policy  
E-19: Educational Excursions

Northeastern Catholic District School Board Administrative Procedures  
APE006: Procedures for the Use of Private Vehicles to Transport Students

### DEFINITIONS

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#### **Educational Excursion**

Defined as an activity in accordance with the *Education Act*, whereby students leave the school property for a specific learning experience.

### PROCEDURES

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#### **1.0 REQUEST FOR EDUCATIONAL EXCURSION**

- 1.1 The School Principal is required to submit Requests for Educational Excursions to the appropriate Superintendent of Education.

Type of Educational Excursion	Submission Timelines for Approval
Local community	In advance of the scheduled activity
Out of local community	5 school days in advance
Overnight	One month in advance
Out of Province/Country	A minimum of 3 months in advance

- 1.2 The School Principal is responsible to share plans for educational excursions with the Catholic School Council and members of the school community, as required.
- 1.3 The Superintendent or Director of Education may waive the timed notice requirements as noted above under special circumstances (including overnight excursions). This includes but is not limited to athletic events and student competitions.
- 1.4 Requests for Educational Excursions should provide sufficient details relating to the proposed itinerary, impact on student achievement and opportunities, links to curriculum expectations, and financial requirements as necessary.

## **2.0 STUDENT PARTICIPATION**

- 2.1 No student shall be excluded due to financial reasons.
- 2.2 Students are expected to participate fully in all aspects of the planned excursion.
- 2.3 All necessary consent forms, medical forms and any other required documentation must be completed by the student and/or parent/guardian in advance of the scheduled excursion. The exclusion of these documents may prevent the student from participating in the excursion.

## **3.0 PLANNING AND PREPARATIONS**

### **3.1 PRIOR TO DEPARTURE**

- 3.1.1 The School Principal shall send all related information to parents/guardians in advance of the scheduled educational excursion and receive written consent for student participation.
- 3.1.2 A student list including parent/guardian emergency contacts information including phone numbers, and a supervisor list with the same information noted above, must be on file in the school office.
- 3.1.3 Supervisors must bring all appropriate student information with them on the excursion. This includes but is not limited to health and medication information for student participants.
- 3.1.4 Supervisors must ensure that all required medications for students are accessible before and during the educational excursion. This includes but is not limited to asthma puffers, epinephrine devices, insulin, etc.

### **3.2 ITINERARY**

Prior to final approval and prior to departure on any out of community, overnight or high-risk educational excursions the supervisor in charge/school principal shall have prepared a detailed itinerary and copies shall be distributed to parents/guardians, other appointed supervisors, and bus drivers (if applicable). The itinerary must include specific details including but not limited to: departure and arrival times; routes to be followed; planned stops along the route; places of accommodation; and sites to be visited. In the instance that

the group is travelling by air, flight information including carrier, flight number, departure/arrival times/locations shall be included.

### **3.3 EMERGENCY INFORMATION**

For all educational excursions, a plan of action in the event of medical emergency due to an allergic reaction or accident shall be developed prior to the excursion. This plan must include specific details including but not limited to knowledge of the nearest available medical assistance and/or medical facilities; communications for assistance; a transportation plan; the availability and storage of epinephrine devices for students with anaphylaxis; the availability and storage of any other medication for students with known medical requirements.

### **3.4 VISITING BY RELATIVES AND/OR FRIENDS**

Given the nature of overnight excursions and the hectic pace they often include, the policy of the NCDSB is that no students be allowed to leave the school group for any reason including visiting family or friends. Should there be extenuating circumstances; the School Principal will discuss this matter in advance of the educational excursion.

### **3.5 TRANSPORTATION**

3.5.1 The School Principal should be made aware of the make, model, colour and license plate when using a mode of transportation other than school van or bus.

3.5.2 If a bus is the mode of transportation, the company and number of the bus must be submitted to the School Principal.

3.5.3 If travelling by air, flight information shall be known to the School Principal including carrier, flight number, departure/arrival times, and airport locations.

3.5.4 Under no circumstance will a student be used as a driver on any educational excursion.

### **3.6 USE OF PERSONAL VEHICLE**

In the instance where a personal vehicle is used by parents, volunteers or staff to transport students to approved educational excursion, the provisions of APE006: Procedures for the Use of Private Vehicles to Transport Students must be completed in advance of the educational excursion.

## **4.0 SUPERVISION**

4.1 Educational Excursions shall be supervised by a teacher or employee of the NCDSB.

4.2 At all times during an educational excursion, it is understood that all supervisors will be present.

4.3 In the case of all educational excursions of more than one day, which includes students of both genders, adults of both genders shall accompany the students as supervisors.

4.4 It is advisable that at least one supervisor should have medical training or a valid certificate in First Aid.

- 4.5 School Principals will ensure that adequate supervision is secured in accordance with these established ratios:

Type of Excursion	Supervision Ratio
<b>Regular Day Excursion</b>	Primary / Junior: 1 supervisor for 8 students Intermediate: 1 supervisor for 10 students Senior: 1 supervisor for 15 students
<b>Overnight Excursion</b>	Primary: Not recommended Junior: 1 supervisor to 8 students Intermediate: 1 supervisor to 10 students Senior: 1 supervisor to 10 students

- 4.6 School Principals may exercise their discretion for supervision ratios depending on the location and purpose of the educational excursion, in consultation with the appropriate Superintendent of Education.

## 5.0 SUPERVISION OF SPECIALIZED ACTIVITIES

The following specialized activities and outings are often undertaken and minimum supervision standards must apply. Supervisors in charge must request approval, in writing, from the Superintendent of Education before any class or group of students take part in the activity. In each instance of outdoor educational activities where students are not bussed, a vehicle should be available for emergency use. A designated supervisor who would transport the injured person in an emergency should be predetermined, as per provision 3.3 above.

### 5.1 AQUATIC ACTIVITIES

Where National Lifeguard Certification exists, the ratio of 1:30 is the onsite requirement. As well, a fully qualified lifeguard and a supervisor with First Aid training must be available. Teacher supervision must occur in washrooms and teachers must be on deck at all times while students are engaged in water activities.

### 5.2 CROSS COUNTRY RUNNING / MOUNTAIN BIKING

5.2.1 “In area” supervision must apply at various sites along the route. Students should be familiar with the course in advance of the outdoor activity. The route should be well marked to maximize safety.

### 5.3 CROSS COUNTRY SKIING / SNOWSHOEING

5.3.1 “In area” supervision must apply.

### 5.4 ALPINE SKIING / SNOWBOARDING

5.4.1 “In area” supervision must apply.

5.4.2 Qualified ski patrol personnel must be on patrol.

5.4.3 Boundaries must be defined to the students.

5.4.4 Students with little or no experience must be provided basic training.

- 5.4.5 It is recommended that the school principal/supervisors follow the procedure outlined in the OSBIE documentation in the preparation for an alpine skilling/snowboarding excursion.

## **5.5 OUTDOOR EDUCATION**

- 5.5.1 Overnight outdoor excursions are not recommended for Primary/Junior level students.
- 5.5.2 If an exception is made by the Superintendent or Director of Education to allow Junior level students to participate in an overnight outdoor education excursion, the minimum supervision ratio will be 1:8.
- 5.5.3 The minimum supervision for Intermediate/Senior level is 1:8 for camping and 1:10 for backpacking.
- 5.5.4 A vehicle MUST be available.

## **6.0 EXPECTATIONS FOR BEHAVIOUR**

### **6.1 STUDENTS**

- 6.1.1 All NCDSB and school policies regarding behaviour and discipline are in effect for all educational excursions.
- 6.1.2 Students and parents/guardians accept that the teacher/supervisors are in complete charge of the students. The students are expected to answer directly to the supervisors for the duration of the educational excursion.
- 6.1.3 Students are expected to conduct themselves in a responsible, respectful manner, keeping in mind that they are acting as representatives of the school and the school board.
- 6.1.4 Every effort will be made to ensure students' safety. However, there may be times during the excursion when students will not be directly supervised and will be expected to accept responsibility for their own safety and behaviour.
- 6.1.5 Students must not be in possession of or use alcohol, drugs, or tobacco products.
- 6.1.6 Students must not leave the group or location without a supervisor's permission and knowledge.
- 6.1.7 Students must not deviate from the planned itinerary.

### **6.2 CONSEQUENCES FOR STUDENT**

- 6.2.1 For any and all types of educational excursions, all behaviour that contravenes a specific expectation or guideline, NCDSB policies, including any breach of the school code of conduct must be reported to the School Principal by the supervising staff immediately or as soon as possible. Appropriate disciplinary steps will follow, ranging from a verbal reprimand to removal from the educational excursion.
- 6.2.2 If a student is to be sent home from an educational excursion for any reason, it will be at the parent/guardian's expense.

### **6.3 SUPERVISORS**

It is understood that the expectations of behaviour for the supervisors of any educational excursion shall be aligned with the Ontario College of Teachers Standards of Practice for the Teaching Profession and/or any other related policies and provisions of the NCDSB. This includes

and is not limited to the consumption of alcohol or drugs at any time during the educational excursion.

#### **6.4 CURFEW**

Participants on overnight and/or extended excursions must respect the rights of other to undisturbed rest. The curfew for all participants on this type of excursion will be set in advance by the supervisor in charge and be communicated to all students and supervisors in advance of the excursion. Proper discretion in this regard will be exercised, considering the age of the students and the planned events.

#### **6.5 REVIEW OF EXPECTATIONS**

6.5.1 The School Principal shall meet with all supervisors, students, parents/guardians in advance of an extended and/or overnight educational excursion to review expectations for behaviour, supervision, and all other related provisions of this policy and procedure.

6.5.2 Parent/guardian and/or student acknowledgement must be obtained by the school principal and/or supervisor in charge prior to departure.

#### **7.0 OVERNIGHT EXCURSIONS – OUTSIDE OF ONTARIO/CANADA**

Overnight excursions (generally more than 5 days) outside of Ontario and/or Canada, where possible, are expected to be scheduled during the statutory breaks in the normal school year.

#### **8.0 LITURGICAL CELEBRATIONS**

Where an educational excursion occurs on a Holy Day of Obligation, the School Principal is to ensure that an appropriate liturgy, including Eucharist, is celebrated by all students, staff, and supervisors.

**Director of Education:** *Tricia Stefanic Weltz*

**Date:** **February 2019**