



Northeastern Catholic District School Board



The Northeastern Catholic District School Board (NCDSB) is committed to providing our learners with diverse opportunities outside of the classroom setting. The NCDSB believes that experiential learning opportunities allow our students to explore and experi

An activity that requires specialized expertise and certified instruction, and/or has an inherent danger to the participant.

An employee of the NCDSB who assumes responsibility for an excursion and/or activity.

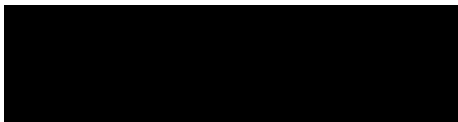
Adult supervisors who are not employees of the NCDSB.

- 1.1 Planning and supervision for excursions are the joint responsibility of the Principal and the supervising staff member.
- 1.2 Communication about the excursion must be ongoing between the Principal and the supervising staff member.
- 1.3 All requests for educational excursions will provide sufficient details relating to the proposed itinerary, impact on student achievement and opportunities, links to curriculum expectations, and financial requirements of the participants.
- 1.4 Each proposed excursion will be reviewed and approved by the appropriate authority, in advance of the scheduled activity.
- 1.5 In the event that two or more schools are participating in the same excursion (i.e. year-end excursions), each school must submit their own package for approval.
- 1.6 Excursions can occur throughout the school year. The Principal and supervisors 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.
- 1.7 The Principal will be provided with all relevant details of the excursion including but not limited to participant lists, emergency lists, itineraries, contact information, planned stops along the route, places of accommodation, and site to be visited. In the instance that the group is travelling by a4 (l)4 (i) m814.1 (nd ra)10 (()10 (f)s)6 (t ()10 (oe)3

- 3.5 Principals may exercise their discretion for supervision ratios noted above, depending on the following factors:
- i) Risk level of the activity;
 - ii) Nature of the destination;
 - iii) Need for safety gear;
 - iv) Participants' skill level, special needs, competence and capacity;
 - v) Participants' ages and maturity; and
 - vi) Environmental factors, such as weather, travel distance, and traffic.
- 3.6 Volunteer supervisors who come in direct contact with students on a regular basis must provide a Vulnerable Sector Screening Check conducted by the local police force, the Ontario Provincial Police Force or a Ministry approved Third-Party provider. Once a Vulnerable Sector Screening Check has been provided, the volunteer may complete an Annual Offence Declaration on a go-forward basis.
- 3.7 Volunteer supervisors will receive the required information relating to the expectations for supervision in advance of the excursion.
- 3.8 All supervisors are expected to adhere to the trip schedule and to model appropriate behaviour at all times.
- 4.1 The Principal or supervising staff member will communicate with parents regarding all excursions in which students take part. This allows parents/guardians to make an informed decision about their child's participation in an excursion. The date, time, and full description of the activity must be provided.
- 4.2 Consent from a parent/guardian where a student is under 18 years of age is required. A signed consent form must be submitted to the supervising staff member prior to departure of a student on an excursion. The consent form should include the following acknowledgements:4.1

- 4.5 If a student requires departure from the itinerary due to extenuating circumstances, the parent must advise the Principal or supervising staff member in advance of the excursion. Any planning details for this situation must be completed in advance and a copy will remain at the school and a copy with the supervising staff member.

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- viii) Ensure that the equipment and supplies required for excursion activities are available and in good working condition.
- ix) Review with participant students the Code of Conduct and all required safety and emergency procedures.
- x) Ensure that all transportation arrangements are in accordance with the *Highway Traffic Act*.
- xi) Adhere to all finance-related policies and procedures as it relates to any fundraising or collection of fees.
- xii) Ensure that parents and students are provided with detailed written information to explain the purpose and details of the excursion. Parents must be advised of their responsibilities and written parent consent must be received on the appropriate consent form.
- xiii) Ensure that parent meetings take place for excursions that are overnight or involve high risk activities, as appropriate. It is mandatory for a parent of a participating student to be made aware of the information meeting and that information is provided in an alternate form, should the parent be unable to attend.
- xiv) Ensure they understand any Plans of Care or individual needs of students, and that they are properly prepared for emergency situations.
- xv) Ensure students carry proof of adequate health insurance for out-of-province/country excursions. For out-of-country excursions, participants must have the appropriate visa, proof of citizenship, passports, immunization, and insurances.
- xvi) Carry emergency contact information during excursions. Before departure, a copy of the manifest which contains a list of student names and emergency contact information must be left with the Principal for use in the event of emergency during the excursion.
- xvii) Make certain that students, in their classes, who do not participate in the excursion, will receive appropriate programming, including any assessments.
- xviii) Allow students participating in the excursion to complete any assignments or assessments missed due to the excursion within a reasonable time after the excursion, without penalty.
- xix) Ensure they have relevant medical information and medications for students, as required.
- xx) Complete Student Accident Reports, as required, and ensure that the Principal is informed of any incident promptly.
- xxi) Ensure that advance notice is given to other teachers/staff members whose schedules or classes will be affected by the excursion.

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- iii) Make supervisors aware of food sensitivities and/or related food allergies.
- iv) Adhere to the processes for student concussion, as required.
- v) Be responsible for any assignments and assessments missed in other subjects or program areas because of the excursion. These will be completed within a reasonable time after the excursion, as communicated by the student's teachers.
- vi) Follow the Code of Conduct and rules for safety and emergency plans for the specific excursion. Students must understand that failure to adhere to the above responsibilities may result in a variety of consequences.
- vii) Ensure that the student behaviour prior to and during the trip is consistent with the Code of Conduct.
- viii) Ensure the preparations for the excursion have been made, including required documents, appropriate clothing, sun protection, supplies and learning materials, and additional resources if required.
- ix) Acquire proper authorization, documentation and medical coverage for participation in any out-of-province/country excursion.

6.1 The discussion regarding the financial component of the excursion will take place before the opportunity is presented to students. The following factors must be

- 7.2 All transportation arrangements must be in accordance with the *Highway Traffic Act*.
- 7.3 The following means of transportation are acceptable for students who participate in excursions:
- i) Vehicles owned or hired by the Northeastern Catholic District School Board;
 - ii) privately owned insured vehicles;
 - iii) licensed government and commercial public carrier vehicles;
 - iv) transit authorities in municipalities; and
 - v) other forms of transportation approved by a superintendent.
- 7.4 Vehicles identified as vans are not to exceed 8 passengers unless the vans are owned or hired by the NCDSB, and the vans are maintained, inspected and operated as a school purposes vehicle in accordance with the *Highway Traffic Act*, and that any driver is qualified and licensed to drive this type of vehicle for school purposes.
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