



PROCEDURE 230	
Adopted	April, 2005
Last Revised	September 2018
Review Date	September 2023

OUT- OF- SCHOOL LEARNING

1) PURPOSE

Hastings and Prince Edward District School Board is committed to providing programs and services to help each student achieve success. While class instructional time continues to be the fundamental component of school programs, schools are also encouraged, where possible and appropriate, to extend the school learning environment to the school yard, the neighbourhood, and beyond. Out-of-school learning is intended to promote learning opportunities, for a variety of purposes and in a variety of settings that are educational, fun and safe for the participant.

Recognizing the benefit to students of engaging in authentic learning experiences, schools are encouraged to provide a wide range of out-of-school learning opportunities for their students, which support and complement the learning expectations of the Ontario School Curriculum, as well as students' strengths, talents and interests.

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

2) DEFINITIONS

Out-of-School Learning: Any school-sponsored and teacher-supervised activities, programs, and learning experiences (co-curricular or extra-curricular). Out-of-school learning is divided into six categories: neighbourhood, same-day, interschool athletics, extended overnight, extended out-of-province/country and high care activities.

- a) **Neighbourhood Excursions - Walking excursions:** Examples of such excursions are a walking trip to the market or jogging in health or physical education class.
- b) **Same-Day-Excursions:** Activity, program, or learning experience which require students to leave the school for a length of time, not longer than one day, and which require planned transportation. Examples include: visits to the Frink Centre, Children's Safety Village, The Ontario Science Centre, and The Royal Ontario Museum in Toronto. *Same day excursions to Quebec (e.g., Biodome in Montreal) require approval of the Director of Education.*
- c) **Interschool Athletics Participation/Excursions:** Inter-school athletics participation and excursions include athletic try-outs, practices, home and away games. Examples include: league games, tournaments, exhibition games. Note: Interschool athletics excursions may be in combination with an extended overnight excursion and/or out-of-province/country excursion.

- d) **Extended Overnight Excursions:** Extended overnight excursions require students to be away from home for one or more nights. Examples include: 2-day music festival in Ottawa, an exploration of French Culture in North Bay or the 30 Hour Famine.
- e) **Extended Out-of-Province/Country Excursions:** These excursions require students to leave the province or the country for an extended period of time. Examples include: 3-day ski excursion to Mont Tremblant in Quebec or March Break tour in France.
- f) **High-Care Activities:** High-Care activities include, but are not limited to, activities on, in or near water, such as canoeing, kayaking or swimming, rock climbing, street and highway cycling, skiing and hiking. They involve increased risk, require additional specific safety considerations, or require special certifications or qualifications for supervision. Note: High-Care activities may be in combination with any Out-of-School learning including neighbourhood excursions, same day excursions, extended overnight excursions and/or out-of-province/country excursions.

Co-Curricular Activities: Teacher supervised activities, programs, and learning experience that complement the Ontario curriculum.

Extra-Curricular Activities: Teacher supervised activities, programs and learning experiences based on student interests outside of the Ontario curriculum.

Consent: Consent is given by the parent/guardian for his or her child 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/Guardian: In this administrative procedure, the term parent includes parents, guardians or any other caregiver legally recognized as acting on behalf of the student.

Teacher-Supervisor: A certified teacher currently employed with Hastings and Prince Edward District School Board who has assumed responsibility for organizing and overseeing an excursion or activity.

Volunteer-Supervisor: An approved parent, guardian or community member who volunteers to supervise students on an excursion to meet supervision ratio requirements.

Staff-Supervisor: A school board staff member assigned to supervise students on an excursion to meet supervision ratio requirements.

3) PROCEDURAL EXPECTATIONS

- a) **Responsibility.** Planning and supervision for excursions are joint responsibilities of the principal and the teaching staff.
- b) **Authorization.** Each proposed excursion will be reviewed and approved by the appropriate supervisor using the required forms and checklists - Same Day Excursions by the school principal and High-Care Excursions by the school principal and superintendent. Out of Province and Out of Country will be reviewed and approved by the Director of Education. (Refer to Excursion Chart Overview)

In the event that two or more schools are participating in the same excursion (e.g., European tour), each school must submit their own package for approval.

- c) **Timing.** 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.

4) HEALTH AND SAFETY

- a) Health and safety shall be given the highest priority for students and staff when planning an excursion. Custodial parents or students, provided the students are 18 years of age, are required to provide the school with current emergency information as outlined on the consent to participate forms: Form 230-2 Parent Information and Consent to Participate Form; Form 230-3A Permission to Try-Out for Athletic Events Consent Form and F230-3B Athletics Trip Information and Consent Form.
- b) If there is a need to administer medication during an excursion, Form 230-9 Medical Information/Consent for Excursions Form and Form 230-10 Request for Administration of Oral Medication Form must be completed during the approval process. Form 230-11 Administration of Oral Medication-- Student Medication Log may be used as an oral medication log during the excursion.
- c) All consent forms used for an excursion will contain a section which describes the elements of risk for the activities students will experience during the excursion.
- d) **Supervisors must be aware of the three levels of supervision:**
- i) **Constant-Visual Supervision:** The teacher-supervisor is physically present, watching the activity in question. Only one activity requiring constant visual supervision may take place while other activities are going on.
 - ii) **On-Site Supervision:** The teacher-supervisor is present, but not necessarily constantly viewing one specific activity. Momentary presence in adjoining rooms to the gym is considered part of the "on-site supervision".
 - iii) **In-the-Area Supervision:** The teacher-supervisor must be readily accessible and at least one of the following criteria is in place: a) teacher-supervisor is circulating, b) exact location of teacher-supervisor is known and location is nearby; or c) teacher-supervisor is visible.
- e) Teacher-supervisors will reference supervision ratios based on Excursion Chart Overview to determine the appropriate level of supervision and exercise their discretion in determining if the excursion requires greater supervision. The following factors shall be considered:
- 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 and traffic conditions.

5) VOLUNTEER SUPERVISORS

- a) All volunteer supervisors must complete a signed Form 230-4 Excursion Volunteer Application Form and submit it to the principal for approval prior to the trip.
- b) As per Procedure 498: Volunteers in Schools, all volunteers must submit a Criminal Record/Vulnerability Sector Check or an annual Offence Declaration to be maintained at the school.
- c) Volunteers should receive information on expectations for supervision. Volunteers are expected to know and support the school Code of Conduct and to report any inappropriate student conduct. Volunteers are expected to adhere to the trip schedule and to model appropriate behaviour, dress and refrain from smoking or using alcohol while supervising the students.
- d) Volunteers should receive information regarding the roles and responsibilities outline in emergency safety plans. A volunteer may be called upon to support the implementation of the emergency safety plan resulting in change of supervision responsibilities.
- e) If volunteers are transporting students in private vehicles additional information must be provided. See Section 11 Transportation.

6) GENERAL CONSENT AND COMMUNICATION

- a) The principal or teacher-supervisor will communicate with parents regarding all excursions in which students take part. This allows parents to make an informed decision about their child's participation in an excursion.
- b) Consent from a parent where a student is under 18 years of age is given on Form 230-2 Parent Information and Consent to Participate Form and Form 230-3A Permission to Try-Out for Athletic Team and Participation Consent Form, Form 230-3B Athletics Trip Information and Consent Form. This signed consent must be submitted to the teacher-supervisor prior to the departure of a student on an excursion.
- c) Students who are 18 years of age may sign their own consent form, although it is recommended that a parent signs the form and is notified of the destination. Special attention is required for High-Care activities; see Section 13 High-Care Activities: General Instructions.
- d) When planning multiple activities, teacher-supervisors may use Form 230-2 Parent Information and Consent to Participate Form, one form per student, indicating multiple activities, with locations and dates.
- e) Form 230-13 Same Day Consent to Participate Form, related to the CIP and LSP programs, may be used for multiple excursions if deemed more appropriate.
- f) If a student requires departure from itinerary as indicated on Form 230-2 Parent Information and Consent Form, then Form 230-7 Agreement for Departure from Itinerary form needs to be completed, signed by parent and submitted to teacher-supervisor prior to trip. One copy of the form to be kept with teacher-supervisor and one copy by the school.

- g) A reasonable effort should to be made to include measures such as translation or interpretation in the consenting person's first language. If such a service is required, the Principal or teacher-supervisor shall contact the English as a Second Language (ESL) Coordinator at curriculum services as soon as possible.
- h) 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.

7) **PRINCIPAL'S RESPONSIBILITY**

The principal will:

- a) Ensure that all requirements of this administrative procedure have been adhered to, and are familiar with teacher responsibilities, forms and checklists.
- b) Ensure that the activity has educational value (i.e., it is linked to curriculum expectations and the activity is appropriate for the students' age and physical and mental level of development). Refer to the Excursion Chart Overview.
- c) Ensure that information is communicated to parents explaining the purpose, supervision, elements of risk, program and schedule, well in advance of the excursion.
- d) Have the discretion on the eligibility of the student's participation after consultation with the teacher-supervisor.
- e) Ensure that a consent to participate form is completed and signed for every student who participates in an excursion (Form 230-2 Parent Information and Consent to Participate Form; Form 230-3B Athletics Trip Information and Consent Form).
- f) Ensure that a consent-to participate Form shall be completed for all students (Form 230-3B Athletics Trip Information and Consent Form; Form 230-2 Parent Information and Consent to Participate Form), whenever a student is expected to participate in ongoing trips for a particular co-curricular or extracurricular activity.
- g) Ensure that one certified teacher currently employed by The Hastings and Prince Edward District School Board is designated as the teacher-supervisor who is in charge of the excursion. The principal can designate an occasional teacher as the teacher-supervisor for an excursion if the teacher is a long-term occasional teacher who, in the judgement of the principal, has sufficient knowledge about the students and the activities on the excursion.
- h) Ensure that the appropriate superintendent signs approval on Form 230-1A Excursion Approval Form at least one month in advance for High-Care activities and extended overnight excursions, and director approval for same day out of province. Form 230-1B Extended Out-of-Province/Country Excursion Approval Form will be submitted to the superintendent for approval a minimum of two months in advance for extended out-of-province and four months in advance for extended out-of-country excursions of one or more nights. Principals, superintendents and director may need to consider exceptions for some athletic competitions.
- i) Have copies and/or confirmation of current certificates of qualifications for teacher-supervisors on file (e.g. First Aid, CPR, ORCKA, LNS Lifeguard).
- j) Will ensure adequate supervision is in place to cover class(es) and duties at the school, while a teacher is away supervising an excursion.

-
- k) Ensure that adequate supervision is provided for students on the excursion. The selection of appropriate 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 the all adult supervisors and resource persons assisting in the management of the excursion.
 - l) Will approve the participation of each volunteer, and ensure that volunteers are familiar with the school Code of Conduct and have provided a criminal record check and vulnerable sector check. Volunteer supervisors must complete and submit a signed copy of Form 230-4 Excursion Volunteer Application Form.
 - m) Will ensure that Form 230-5 Excursion Authorization for Drivers is completed, if the excursion involves the use of volunteer drivers. This information must be communicated to parents and consent obtained for each excursion for students to travel in private vehicles with volunteer drivers. If the excursion involves senior student drivers (over 18 years of age), this information appears on Form 230-6 Excursion; Consent for Senior Student Drivers.
 - n) Make certain that all fundraising activities that relate to the excursion comply with Administrative Procedure 330 School Canvassing and Fundraising.
 - o) Refer any exceptional or extenuating circumstances to the superintendent for approval.
 - p) Ensure that all supervisors are aware of relevant medical concerns for all participants. (Form 230-1A Excursion Approval Form, Form 230-2 Parent Information and Consent to Participate Form, Form 230-9 Medical Information/Consent for Excursions Form, Form 230-10 Request for Administration of Oral Medication Form, Form 230-11 Administration of Oral Medication-Student Medication Log, Form 322-3 Documentation of a Diagnosed Concussion)
 - q) Adhere to the processes outlined in Procedure 322: Concussion Management in the case of a student with a diagnosed concussion, and consult with parent regarding student participation in the excursion.
 - r) Make certain that prior to departure, the following items are in the main office:
 - i) the emergency phone number or contact information for the principal, if on excursion or off site;
 - ii) the excursion itinerary and contact number for the teacher-supervisor while on the excursion; and
 - iii) a manifest, which includes by vehicle, the names of students and supervisors and their emergency contact telephone numbers.
 - s) Ensure that completed copies of excursion forms and all relevant organizational checklists are kept in the office for one year from the return date of excursion.
 - t) Be available to the teacher-supervisor by telephone, cellular telephone, or other wireless means of communication in case of an emergency, during the excursion. If the principal is unavailable a designate will be identified.
 - u) Ensure that an appropriate emergency action plan is part of every excursion. (An example of an emergency action plan is available in the Ontario Physical and Health Education Association Guidelines - Appendix E: Sample Emergency Action Plan).

-
- v) Ensure that foreign exchange students have proper authorization and medical coverage for participation in school trips. Documentation which describes the terms and conditions of the exchange must be used to determine eligibility for the student to participate.
 - w) Scrutinize all waivers, contracts, and insurance policies. Principals should contact Business Services for clarification regarding waiver or contract wording for insurance purposes.
 - x) Ensure that any High-Care excursion sites contracted to provide services is on the approved excursion list and that the following documentation is on file at the Education Centre.
 - i) a Certificate of Insurance outlining liability insurance of at least one million dollars; and
 - ii) accredited instructor certification, as applicable.
 - y) Ensure that all outside travel agencies that set up an excursion are on the approved excursion list and that the following documentation is on file at the Education Centre.
 - i) a copy of the agent/agency's Ministry of Consumer and Commercial Relations current registration form;
 - ii) a Certificate of Insurance outlining the agent/agency's current comprehensive general liability coverage of at least two million dollars; and
 - iii) a copy of the agent/agency's current Student Insurance Policy.
 - z) Ensure that, for any approved out-of-country 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.
- 8) **TEACHER'S RESPONSIBILITY**
The teacher-supervisor will:
- a) Ensure that curriculum connections for the excursion are established early in the planning process.
 - b) Ensure that principal approval, using the appropriate forms, is secured before any commitments are made (e.g., non-refundable deposits are not made until the excursion is approved). Teacher-principal communication about the excursion must be on-going.
 - c) Ensure that the chosen excursion site for High-Care activities is on the approved excursion site chart. If the chosen excursion site includes High-Care activities and is not found on the Approved Excursion Site Chart, then the supervising teacher must send the Application for Approval of High-Care Excursions Form to the vendor. The vendor then completes and signs the form, with the required certifications for insurance and staff qualifications, to Curriculum Services. If approved, then Curriculum Services will add that vendor to the site of Approved Excursion Site Chart.
 - f) Ensure that supervision meets the standard of a careful and prudent parent and that the minimum requirements for supervision are followed for each type of excursion. The supervision ratios for each type of excursion are included in the Excursion Chart Overview.
 - g) Ensure that completed forms and organizational checklists for excursions have been submitted to the principal well in advance of the trip. For any physically-related activity teachers shall consult the detailed Ontario Physical and Health Education Association (OPHEA) Safety Guidelines.
-

-
- h) Ensure that formal bookings or reservations are arranged well in advance to secure use of facilities or resources.
 - i) Become familiar with the excursion site and curriculum-related activities prior to the date of the excursion.
 - j) Ensure that the equipment and supplies required for excursion activities are available and in good working condition.
 - k) Review with students the school Code of Conduct and all required safety and emergency procedures.
 - l) Ensure that all transportation arrangements must be in accordance with the Highway Traffic Act (e.g., the maximum load for vehicle and safety equipment).
 - m) Ensure that Form 230-8 Financial Summary for Excursions is completed, when money is collected from students or money is raised through special projects. The form must be submitted to the principal within two weeks after the excursion. Copies of the financial summary for the excursion will be filed with the school's record of the excursion for one year from the date of the excursion.
 - n) 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 obtained on, Form 230-2 Parent Information and Consent to Participate Form or Form 230-3B Athletics Trip Information and Consent Form.
 - o) Ensure a parent meeting will take place for excursions that are overnight or involve High-Care activities or extended trips out-of-province/country, 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 not be able to attend.
 - p) Complete Form 230-4 Excursion Volunteer Application Form, and obtain the principal's approval.
 - q) Ensure that when students are taken on trips that they are aware of the individual needs of each student (e.g., health concerns, behaviour management safety plans). If there are health concerns (e.g., asthma, anaphylaxis, cast, previous concussion, orthopedic device, etc.), teacher-supervisors must develop an appropriate emergency action plan. Foreign exchange students must have proper authorization and health insurance coverage to participate in excursions.
 - r) Ensure students carry proof of adequate health insurance, for Out-of-Province/Country excursions. For out-of-country excursions all participants must have the appropriate visa, proof of citizenship, passports, and immunization card and out-of-country health/accident/travel insurance.
 - s) Carry emergency contact phone numbers during excursions. 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.

-
- t) Ensure all appropriate procedures have been completed prior to the excursion departure. Teachers should refer to the OPHEA Safety Guidelines and the Excursion Chart Overview to assist in the preparation of all High-Care activities.
 - u) Inform parents, on parental consent form, if adult volunteer drivers are used in an excursion. If a senior student (18 years old or older) with a "G" class driver's license is requested to drive, Form 230-6 Excursion: Consent for Senior Student Drivers must be completed. Specific information about the drivers' vehicles will be provided.
 - v) Obtain consent for each excursion for students to travel in specified private vehicles with specific volunteer drivers, if the excursion involves the use of volunteer drivers. Form 230-5 Excursion Authorization for Drivers must be completed.
 - w) Will make certain that students, in their classes, who do not participate in the excursion, will receive appropriate programming, including any assessments.
 - x) 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.
 - y) Develop an Emergency Action Plan that will address medical, personal, weather, and disciplinary emergencies. A communication device will be obtained to help ensure that the plan can be achieved. The plan will establish a clear and precise procedure for informing parents in a timely and appropriate fashion in the event of an emergency. (An example of an emergency action plan is available in the Ontario Physical and Health Education Association Guidelines - Appendix E: Sample Emergency Action Plan).
 - z) Complete a Student Accident Report, as per Administrative Procedure 162 – Treatment of Injured or Ill Students and Employees. The report will be forwarded by the principal, site supervisor, or designate through Maplewood and submitted to OSBIE as soon as possible. If the injury is serious, and immediate medical attention is required, Business Services should also be notified. Pertinent details received after submission can be directed to Business Services.
 - aa) Ensure the principal, parent, superintendent and the Business Services office at the Education Centre are contacted immediately, if a student is admitted to hospital or is fatally injured during an excursion.
 - bb) Prepare Form 230-1A Excursion Approval Form, and Form 230-3B Athletics Trip Information and Consent Form when the excursion involves an athletic event or series of athletic events.
 - cc) Prepare Form 230-1A Excursion Approval Form, Form 230-2 Parent Information and Consent and Form 230-3B Athletics Trip Information and Consent Form when the excursion involves an athletic event that requires students to be away from home for one or more nights.
 - dd) Follow the most recent safety guidelines outlined in the Ontario Physical and Health Education Association Safety Guidelines (www.safety.ophea.net), unless notified otherwise.
 - ee) Consult appropriate curriculum and safety documents for requirements specific to all related program areas.

-
- ff) Use Form 230-13 Same Day Consent to Participate Related to ESP, PLP, and LSP Programs for repetitive visits and/or excursions within walking distance, where permission is required for more than one visit by the same student or group of students to the same destination or for the same purpose; or within the neighbourhood for physical education or one-period activities. Form will indicate:
- i) the number or kind (spontaneous) of visits;
 - ii) a brief rationale for the visits; and
 - iii) a schedule of the proposed dates (repetitive) of the visits.
- gg) Ensure that advance notice is given to other teachers whose schedules or classes will be affected by the excursion.
- hh) Ensure surplus funds, where appropriate, will be returned to the students who participated in the excursion.
- ii) Ensure all forms for the excursion must be kept in the school's main office for one year from the date of the excursion. Consent forms and medical forms, where applicable, should accompany the teacher-supervisor for the duration of the excursion.
- 9) **STUDENT AND PARENT/GUARDIAN'S RESPONSIBILITIES**
The student/parent/guardian will:
- a) Complete all pertinent forms and ensure financial arrangements have been completed and submitted by the dates set out.
 - b) Make teachers aware of medical conditions that may affect participation (e.g., asthma, anaphylaxis, cast, previous concussion, orthopedic device, etc.)
 - c) Adhere to the processes outlined in Administrative Procedure 322: Concussion Management: Return to Learn and Return to Physical Activity, in the case of a student with a diagnosed concussion, and consult with principal regarding participation in the excursion.
 - d) 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.
 - e) Follow the school Code of Conduct and rules for safety and emergency plans for the specific excursion, and Administrative Procedure 370 Student Use of Controlled Substances. Students will understand that failure to adhere to the above responsibilities may result in a variety of consequences.
 - f) Ensure that the student behaviour prior to and during the trip is consistent with the school Code of Conduct.
 - g) Ensure the preparations for the trip have been made, including required documents, appropriate clothing, sun protection equipment, supplies and learning materials, and additional insurance if required.
 - h) Acquire proper authorization, documentation and medical coverage for participation in any out-of-province/country excursion.

10) FINANCIAL CONSIDERATIONS FOR EXCURSIONS

- a) In the planning stage the following factors will be reviewed with the department head and/or principal:
 - i) estimated costs for the students and the school (e.g., transportation, occasional teachers, admission charges, meals, accommodation); and
 - ii) anticipated income and source of income.

This discussion occurs before the excursion is presented to students and information shared with parents. Information about costs and income must be attached to Form 230-1A Excursion Approval Form or Form 230-1B Extended Out-of-Province/Country Excursion Approval Form, using Form 230-8 Financial Summary for Excursions.

- b) The principal makes the decision to approve or not approve the excursion and its associated costs.
- c) Schools will ensure that plans for excursions include consideration for students who may require financial assistance.
- d) The principal will make certain that all fundraising activities that relate to the excursion comply with Administrative Procedure 330 School Canvassing and Fundraising.
- e) Form 230-8 Financial Summary for Excursions must be submitted to the principal within two weeks after the excursion has been completed and all costs finalized.
- f) Copies of the financial summary for the excursion will be filed with the school's record of the excursion for one year from the date of the excursion.
- g) Surplus funds, where appropriate, shall be returned to students who participated in the excursion.
- h) A teacher-supervisor may not receive any pecuniary advantage, salary, honorarium or other, from an approved "outside agency tour." The teacher 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.

11) TRANSPORTATION

- a) As a general principle, schools are encouraged to hire licensed carriers to transport students for excursions. Where this is not practical due to costs associated with the number of participants, volunteer drivers and/or use of rental vehicles, private vehicles, or approved taxi services may be used with the approval of the principal.
- b) All transportation arrangements must be in accordance with the Highway Traffic Act (e.g., the maximum load for vehicle and safety equipment).
- c) The following means of transportation are acceptable for students who participate in excursions:
 - i) vehicles owned or hired by Hastings and Prince Edward District School Board Tri-board approved taxi services;
 - ii) privately owned insured vehicles;
 - iii) licensed government and commercial public carrier vehicles;
 - iv) transit authority in municipalities; and
 - v) other forms of transportation approved by the superintendent.

- Vehicles identified as vans are not to exceed 8 passengers unless the vans are owned or hired by the Hastings and Prince Edward District School Board and the vans are maintained, inspected and operated as a school purposes vehicle in accordance with the provincial Highway Traffic Act, and that any driver is qualified and licensed to drive this type of vehicle for school purposes.
- d) Vehicles being rented by staff members for approved excursions must be rented in the name of the board. The principal's permission is required. The full insurance coverage offered by the rental company is to be purchased (public liability, collision, and comprehensive). The driver must provide proof of a license to operate the specific vehicle rented.
 - e) If the excursion involves the use of volunteer drivers, the principal will ensure that Form 230-5 Excursion Authorization for Drivers is completed and that this information is communicated to parents and that consent is obtained for each excursion for students to travel in specified private vehicles with specific volunteer drivers. If the excursion involves senior student drivers (over 18 years of age), this information appears on Form 230-6 Excursion: Consent for Senior Student Drivers.
 - f) Before any students and teacher-supervisors on an excursion depart from the school, the principal shall ensure that a manifest which includes the names of students, pertinent student and other emergency information, teachers' and supervisors' names has been prepared. The lists must correspond to the loading of the vehicle(s) used in the excursion. Persons assigned to a specific vehicle, when more than one vehicle is used, shall travel in this vehicle at all times. Where possible, the manifest should include the driver's license number, vehicle plate number, and insurance provider for each vehicle.
 - g) A copy of the manifest described above will be filed in the school's main office, carried by the teacher-supervisor(s) of the excursion and the supervisor of each vehicle.
 - h) When private vehicles are driven during excursions, whether they are driven by teachers, volunteers, or students over the age of 18, their car insurance is primary. Their insurance coverage would apply before any other insurance. Only if the claim exceeds the liability limit carried on the owner's auto policy, would the board's excess insurance for non-owned automobiles apply, and then only for the amount in excess of the limit.
 - i) For the personal protection of excursion drivers, it is recommended that drivers carry a minimum of \$1 million of Third Party Automobile Liability Insurance. Volunteers and board employees who use their personal vehicles for transporting students to school activities should advise their insurance carrier.
 - j) If a student/parent/guardian indicates a need or desire to deviate from the departure and/or return locations, as noted in the itinerary, Form 230-7 Agreement to Departure from Itinerary Form must be completed with copies kept with the teacher-supervisor and the school office.

12) EXCURSIONS DURING SCHEDULED HOLIDAY TIME

- a) Student holiday travel is approved by the appropriate school group superintendent.
- b) The principal shall assume responsibility for:
 - i) permitting the distribution of information and materials; and
 - ii) recording the tour destination, filing parent consent forms, and advising the school group superintendent of instruction prior to departure of relevant information, such as tours, number of students, and the name(s) of the teacher guide(s).
- c) All literature and application forms for “non-board sponsored excursions” are to be labelled “Not sponsored by Hastings Prince Edward District School Board.” A letter of consent signed by the parent will be kept on file by the principal identifying; the tour, the student and including a statement, “I understand that Hastings and Prince Edward District School Board does not assume liability for this tour.” The board will not be liable for any student or staff expenses incurred on holiday travel.
- d) The teacher guide shall:
 - i) distribute information and materials. Tours that depart too soon after school or require travel during regular school instructional days will be avoided, if possible;
 - ii) make it clear to parents and students that the board does not sponsor nor assume liability for the tour;
 - iii) not solicit or place undue pressure on students for such travel programs. Prior approval of the school principal is required for all promotion, advertising, and literature;
 - iv) keep the school principal informed as to proposed student travel programs; and
 - v) submit reports on the service provided by the student travel organization on request from the superintendent.

13) CURRICULAR RELATED HIGH-CARE ACTIVITIES

- a) **General instructions:** Any excursion that has an inherent danger to the participant is considered a High-Care activity. The following activities have been identified as High-Care and have been approved by the district:

APPROVED HIGH-CARE ATHLETIC RELATED ACTIVITIES:	
<p>Elementary:</p> <ul style="list-style-type: none"> • alpine skiing/snowboarding • archery • backpacking—base camp • camping—warm weather, no canoeing • canoeing—base camp • climbing— climbing wall and related activities • climbing - challenge course - low elements • climbing - challenge course/tower - high elements • cross country skiing/snowshoeing (off site) • cycling/mountain biking(off site) • gymnastics • flat water kayaking • lacrosse (field) • skating (natural ice surfaces) • swimming (community pools) • swimming (natural setting) • track and field events—high jump, shot put 	<p>Secondary:</p> <ul style="list-style-type: none"> • alpine skiing/snowboarding • archery • backpacking---base camp • camping—warm weather, no canoeing • camping—winter • canoeing---base camp • canoe tripping • dragon boating • cheerleading - acrobatic • climbing—climbing wall and related activities • climbing - challenge course - low elements • climbing - challenge course/tower - high elements • climbing - outdoor rock climbing • cross country skiing/snowshoeing (off site) • cycling/mountain biking (off site) • flat water kayaking • football— tackle • gymnastics • hockey (ice)—contact (interschool only) or non-contact • lacrosse (box/field) • ringette • rowing • rugby—contact (interschool only) • skating (natural ice surfaces) • swimming (community pools) • swimming (natural setting) • track and field events—high jump, shot put, javelin, discus, pole vault • Olympic weightlifting • wrestling
Curriculum and Specialist High Skills Major Activities	
<p>Elementary:</p>	<p>Secondary:</p> <ul style="list-style-type: none"> • chain saws/brush saws • ice fishing • watercraft (small)

Please refer to the Excursion Chart Overview for required forms, appropriate supervision ratios and links to OPHEA Safety Guidelines.

For interschool athletic events, please refer to the information related to Interschool Athletics Excursions (High-Care) on the Excursion Chart and any applicable OPHEA Safety Guidelines. Interschool Athletic Excursions include league games, tournaments, exhibition games, School Group and District events, and Bay of Quinte, COSSA and OFSAA events.

Other High-Care activities may be considered with the director’s approval. For each of these activities, the appropriate consent forms and checklist must be completed and approved prior to the excursion.

- i) All High-Care activities require approval by the principal and the superintendent. Form 230-1A Excursion Approval Form must be submitted at least one month prior to the excursion.
- ii) An Emergency Action Plan will be developed by the teacher-supervisor that will address medical, personal, weather, and disciplinary emergencies. A cellular phone will be in place to help ensure that the plan can be achieved. The plan will establish a clear and precise procedure for informing parents in a timely and appropriate fashion in the event of an emergency. The Emergency Action Plan will be reviewed by the principal. A sample Emergency Action Plan can be found within the OPHEA Safety Guidelines, as an appendix. Note that some OPHEA guidelines require a form of transportation available for emergency purposes and a designated second teacher-supervisor, should the teacher-supervisor be involved in or with an emergency.
- iii) In the event of a suspected head injury or concussion, students will be immediately removed from the activity by the teacher-supervisor. Refer to Procedure 322 - Concussion Management.
- iv) Teachers will read the appropriate sections of this procedure and complete all necessary checklists and forms to ensure that the requirements for certification, ratios, and safety will be followed. These completed forms must be submitted to the principal and/or superintendent for approval.
- v) For any excursion involving more than one High-Care activity, teacher-supervisors will refer to all appropriate checklists (e.g., a camping trip that involves lake swimming and canoeing).
- vi) Many activities will not be approved because they are unsafe. These activities include, but are not limited to the following:

ACTIVITIES <u>NOT</u> APPROVED:	
<ul style="list-style-type: none"> • aircraft/helicopter rides (exception - commercial flights) • all inflatables • bmx biking • boat cruises • bungee jumping • diving • fencing (unless modified and at a certified venue with a qualified instructor and approved equipment) • dunk tanks • firing range 	<ul style="list-style-type: none"> • laser tag • parachuting • para-sailing • petting zoos • skydiving • snow tubing, snow blading, and tobogganing (unless occurring on gentle slopes on school property) • swimming at a private pool or other non-regulated pools (e.g. hotel swimming pools) unless a lifeguard is available • warfare games

<ul style="list-style-type: none"> • gliding • hang-gliding • hot air balloon rides • horseback riding • paint ball 	<ul style="list-style-type: none"> • waterparks (exception: splash pads with no standing water) • white water kayaking • white water rafting
--	---

b) Overview of practices for High-Care activities

i) Approvals

- (1) Approvals are submitted to the principal and superintendent and/or director using Form 230-1A Excursion Approval Form or Form 230-1B Extended Out of Province/Country Excursion Approval Form.
- (2) Activity-specific organizational checklists are submitted to the principal.
- (3) Refer to the Excursion Chart Overview for reference to forms and checklists required for High-Care activities.
- (4) In the event that two or more schools are participating in the same excursion (e.g., European tour), each school must submit their own package for approval.

ii) Timelines

- (1) F230-1A Excursion Approval Form and related forms are submitted to the principal and superintendent, and director for out of province, one month prior to the excursion date.
- (2) Form 230-1B Extended Out of Province/Out of Country Excursion and related forms are to be submitted to the principal, superintendent, and director (a minimum of (2) months' notice for out of province, and minimum of 4 months in advance of proposed travel out of country).

iii) Parent Consent Forms. Form 230-2 Parent Information and Consent to Participate Form and F230-3B Athletics Trip Information and Consent Form are to be filed in the school's main office and kept on file for one year.

iv) Supervision

- (1) Supervision ratio/qualifications are approved by the principal and the superintendent using the guidelines for each specific High-Care activity.
- (2) All supervisors must be familiar with the relevant parts of Sections 13 and 14.
- (3) Supervisors of both genders are required for co-ed overnight excursions

v) First Aid Kit. A first aid kit must be available with other safety equipment as outlined for each High-Care activity.

c) High-Care activities: Consent and communication

- i) Teacher-supervisors must also refer to Section 6 General Consent and Communication.
- ii) Form 230-2 Parent Information and Consent to Participate Form must clearly outline the planned activities and risks involved and the extent of each party's responsibility for liability insurance. For current information about board liability in individual situations which involve the use of non-board facilities or personnel, the principal or designate will contact the Business Services office of the board.
- iii) The Notice of Risk on consent forms is 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 (e.g., 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 (i.e., concussion). Skiers must assume those risks and dangers which may occur through no fault of any person.

- iv) Students and parent(s) 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.
 - v) 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. Forms should not be sent to parents from any facility requesting such a "waiving of rights". If such a request is made, the Business Services office shall be consulted.
 - vi) An itinerary which meets the mandatory requirements must be communicated to parents and stored in the school office and kept with a staff member who is on the excursion.
 - vii) Teacher-supervisors must be aware of the location of the nearest telephone and/or help in case of emergency, and of appropriate contact numbers for emergency help in the area.
 - viii) The parent must be given an information contact number to use if the return from an excursion is delayed.
 - ix) An emergency action plan will be developed by the teacher-supervisor. After being reviewed by the principal, it will be communicated to all involved with the excursion.
- d) **High-Care: Certification required**
- i) Principals and superintendents who approve excursions which involve High-Care activities must be satisfied that the teacher-supervisor(s) and/or volunteers have the necessary certification, as required by OPHEA safety guidelines. See High-Care Excursion Chart and accompanying OPHEA Safety Guidelines for specific activity certification requirements.
 - ii) In addition to formal qualifications, teacher-supervisors must have recent experience to the demands of the trip. Teacher-supervisor skills must include the experience needed to prepare and instruct students, to assess their progress and physical state, and to exercise effective management of groups on the excursions. In some cases, the teacher-supervisor or certified service provider may need to conduct planning and/or training sessions for students and other supervisors (e.g., the teacher prepares trip, supervises students, but the venue provides the ski instructor).
- e) **High-Care: Activity guidelines.** For each High-Care activity, the teacher-supervisor will ensure that the students who participate in the activity are informed about expectations for behaviour (e.g., if a group visits an alpine ski centre, skiers must be familiar with the Skier's Responsibility Code).

14) Extended overnight excursions and extended out of province/country excursions

- a) **General Instructions:** This section refers to an excursion that extends overnight or longer, where the student leaves the local community and travels to other areas of Ontario, another province or country. These excursions include approved tours or exchanges organized by the school.
- i) Billeting of students on a field trip (i.e., students lodging with a host family in a private home, e.g., Homestay) is not permitted. Note: Student exchanges, where students participate in schooling outside of HPEDSB, are not considered field trips and are therefore not affected by this procedure. Common stay (e.g. lodge, dorms, community centre) arrangements are based on approval by superintendent and must abide by local building by-laws and organization policies.
 - ii) Participation in an extended excursion is voluntary and requires the written informed consent of the parent or if a student is 18 years of age or older the student's written informed consent. Use Form 230-2 Parent Information and Consent to Participate Form.
 - iii) For all out-of-country excursions, Form 230-17 Out of Country Excursion Parent Letter must be distributed for each student, signed by a parent/guardian and collected.
 - iv) Extended out-of-province/country excursions will necessitate additional planning in order to ensure the safety and educational value of the activity (e.g., the teacher-supervisor must verify that the site of the activity is safe; and that accommodation is safe, clean, sanitary and easily supervised). Certifications must meet the minimum standards in Ontario.
 - v) Excursions to destinations where there is political unrest, civil instability, or the threat of war or insurrection, are not permitted. If the excursion is arranged previous to known unrest or threat, the excursion must be postponed or cancelled. The principal is responsible for ensuring that the Department of Foreign Affairs and International Trade Canada has been consulted before proceeding with an excursion to a foreign destination, and for following the recommendations of the Department. For information related to the security and safety of travelers, the principal or designate can contact the Department of Foreign Affairs (see Resources section).
 - vi) When giving permission, the parent or, where the student is 18 years of age or older, the student, is required to inform the school of any medical conditions of the student and to provide current emergency information and contact number.
- b) **Authorization for extended overnight excursions and extended out of province/country excursions**
- i) Extended out of province/country excursions will receive preliminary authorization from the principal at the end of the initial planning stages, one year before the planned event. The principal will consult with the appropriate superintendent and director prior to any expectations being established with students and parents that the excursion will, in fact, take place. Principal, superintendent and director will give initial approval by signing Form 230-1B Extended Out of Province/Country Excursion Approval Form to allow for preliminary excursion planning. Final authorization will be requested after all the details of the event have been settled. In most instances this will be a minimum of 4 months prior to the departure.

-
- ii) Each proposed excursion will be checked and approved by the principal using Form 230-1A Excursion Approval Form or Form 230-1B Extended Out-of-Province/Country Excursion Approval Form and the checklist for extended excursions. Before approving any excursion, principals must ensure that all planning, preparation, bookings, supervision and notification, including notification of inherent risk, have been organized by the teacher in accordance with this administrative procedure.
 - iii) Excursions must also be approved by the superintendent and director. The superintendent will confirm with the principal that the complete cycle of planning has been followed and that the requisite steps for risk management have been completed.
 - iv) An excursion may be approved only if there are clearly stated, reasonable, and attainable educational objectives and if they constitute part of an on-going school activity. These objectives are to be stated by the teacher and attached to F230-1A Excursion Approval Form or defined in F230-1B Extended Out-of-Province/Country Excursion Approval Form at the time of advance planning for the excursion.
 - v) For excursions outside the province or country, four months' advance notice to the superintendent and director is required before any commitments are made.
- c) **Health and other insurance coverage for extended overnight excursions and extended out of province/country excursions**
- i) The principal will inform parents, or students if 18 years of age or older, that they must reimburse the school for any medical expenses incurred on their behalf as a result of a medical emergency during an excursion. Note: The Government-Health Insurance Plan (GHIP) no longer covers all medical costs incurred outside of Ontario and uncertainties may arise with respect to recognition of Ontario health insurance coverage for certain medical treatments and/or hospitalization. Medical expenses are the responsibility of the parent or student (if the student is 18 years of age or over). (Teacher-supervisors are encouraged to visit the Ministry of Health and Long-Term Care website, see Resources section.)
 - ii) Permission Form 230-9 Medical Information/Consent for Excursions Form includes an acknowledgement of the liability of the parent or student, if 18 years of age or over, to pay for services not covered by the Government Health Insurance Plan (GHIP), or for which payment may be required in advance of medical treatment being provided.
 - iii) For out-of-country/province excursions, the principal will inform parents of students under 18, or the student if 18 years or older, that there must be adequate insurance coverage in effect. Out-of-country excursions require extended medical insurance coverage. All costs of medical insurance or other insurance coverage considered necessary must be paid by the parents or students. Written proof of coverage is to be provided to the teacher-supervisor at least one week prior to the excursion in order to participate in excursions outside of the country.
- d) **Documentation for extended overnight excursions and extended out of province/country excursions**
- i) All students, including foreign students who are attending a school in Hastings and Prince Edward District School Board as an exchange student, must have proper authorization, consent, documentation (including a valid passport and visa where

appropriate), and medical coverage for participation in an excursion arranged by a school in the district.

- ii) All students and supervisors who participate in an extended excursion out of the country will have an up-to-date immunization record. Excursion organizers will contact the local Health Unit to determine additional requirements and recommendations for immunization.
- e) **Liability and disclaimers: informed consent for extended overnight excursions and extended out of province/country excursions.** Parental consent, or the student if 18 years or older, on Form 230-2 Parent Information and Consent to Participate Form must be held by the school prior to the departure of a student on an excursion. The form must clearly indicate what the activities are, including the inherent risks, so that parents and/or students can make an informed decision about whether to give their consent.
- f) **Student behaviour for extended overnight excursions and extended out of province/country excursions**
- i) All students are accountable to the teacher-supervisor and the principal for their actions. Students are expected to attend all classes and academic activities, obey the rules of the excursion, follow the directions of all personnel involved in the excursion, and conform to the laws of the country while participating in the excursion.
 - ii) Parents, volunteers, and students must be informed by the teacher-supervisor of the details of the excursion including behaviour expectations for students and adults. Parents are expected to review them with their child.
 - iii) All excursion participants are expected to follow school code of conduct. During an excursion, if the teacher-supervisor deems the behaviour of a student to be so inappropriate as to warrant the cancellation of his or her excursion privileges, the student will be returned home at the parent's expense.
 - iv) Any student found in possession of, or using, illegal drugs or a weapon will be sent home from the excursion at their parent's expense and may be subject to penalties under the law of the country the group is visiting. Arrangements will be made by the teacher-supervisor, and the principal must be notified.
 - v) 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.
- g) **Supervision for extended overnight excursions and extended out of province/country excursions**
- i) Principals are expected to make every effort to ensure that there is either an excursion supervisor or a contact person at the excursion destination who speaks the language of the country the students will be visiting.
 - ii) The teacher-supervisor shall divide the participants into groups with an adult in charge of each group. These small groups will form the nucleus around which all planning, activities, and evaluation will be built.

- iii) An excursion that involves two or more schools must have a teacher-supervisor designated by each principal. Each teacher-supervisor for the excursion must remain in this supervisory capacity for the entire excursion.
 - iv) Prior to departure, parents must be provided, in writing, with the name and telephone number of an excursion contact person who can be reached on a 24-hour basis.
 - v) Teacher-supervisors must ensure that they have pertinent information and equipment in their possession at all times (e.g., medical information, first aid kit, home telephone numbers, cell phone, vehicle on-site if isolated location).
 - vi) Excursions are deemed to have commenced when the staff member, volunteer, or student arrives at the school or appointed place of departure for the purpose of a school excursion. The excursion continues until such time as he or she returns to the school or to the location identified. The departure and return locations must be identified on Form 230-2 Parent Information and Consent to Participate Form
- h) Teacher responsibilities for extended overnight or extended out-of-province/country excursion arrangements**
- i) A specific itinerary with a day by day description of the excursion must be approved by the principal, and must be communicated to parents and students in advance of the excursion.
 - ii) In addition, the following details must be discussed by the teacher-supervisor with the principal, other supervising staff, parents and students in advance of the excursion:
 - (1) purpose and educational aims;
 - (2) accommodation;
 - (3) financial expectations;
 - (4) insurance;
 - (5) documentation (e.g., passport, immunization);
 - (6) health concerns/risks (e.g., asthma, anaphylaxis, cast, previous concussion, orthopedic devices, etc.);
 - (7) spending money;
 - (8) behavior;
 - (9) eating arrangements (e.g., drinking water);
 - (10) curfew; and
 - (11) tobacco, alcohol and illegal drug consumption prohibition.
 - iii) Where appropriate, students should be expected to learn through extended excursions by assisting in the establishment and writing of objectives, researching and planning the itinerary and activities, and planning follow-up activities.
 - iv) Transportation procedures, as per Section 11 of this document, must be followed (applies to bus transportation, and where drivers are staff, students, parents, or others in the community).
 - v) The principal will ensure that a manifest is prepared which lists the students, volunteers and staff by each vehicle. One copy is to accompany the supervisor of each vehicle; one is to be held by the teacher supervisor; and one is to be held at the school.
 - vi) Upon arrival in a foreign country, the teacher-supervisor may wish to contact the Canadian embassy or consulate.

-
- i) **Costs/fund-raising/accountability for extended overnight excursions and extended out of province/country excursion.**
- i) Parents, volunteers, and students, if 18 years of age or older, must be informed of all financial expectations related to the excursion prior to agreeing to participation.
 - ii) Schools will develop a refund policy for participants in any excursion. Where excursions involve the collection of significant amounts of money in advance of the trip, arrangements must be in place to account for all expenditures. Form 230-8 Financial Summary for Excursions will be used for this purpose.
 - iii) The principal is responsible for ensuring that all fundraising for the excursion conforms to district administrative procedures.
 - iv) Excursion costs are expected to be affordable to students and approved by the principal. Schools will ensure that plans for excursions include consideration for students who may require financial assistance.
 - v) The purchase of cancellation insurance from the service provider(s) is recommended and should be part of the cost of the excursion.
 - vi) Normal accounting procedures will be followed in handling any funds received or expended by the school in relation to the excursion.
- j) **Outside agency tours for extended overnight excursions and extended out of province/country excursions**
- i) The services of a travel company or educational exchange organization may be used where appropriate. A travel company must be registered under the Travel Industry Act (1990) and possess a valid registration number. When selecting an outside travel agency, principals must verify that the agency has previous experience arranging tours or exchanges for the particular age group and destination.
 - ii) Principals must ensure that all pertinent liability/insurance papers have been received from the outside agency and are on file. Outside agencies or companies must make security arrangements to ensure performance of the travel arrangements for the excursion or student exchange. In addition, they must provide evidence of liability insurance coverage, including medical coverage of students, which is deemed satisfactory by the principal, in accordance with the requirements of this procedure.
 - iii) The outside travel agency must provide a responsible liaison person in Canada both prior to and during the tour, and this person's name, telephone number and address will be made known to all parents of students on the excursion and to the principal or designate.
 - iv) The principal will ensure that the agency plan includes comprehensive coverage for students while on the tour including hospital/medical, loss of baggage and tour cancellation coverage. All students must purchase the comprehensive insurance package offered by the travel agent or show proof of equivalent coverage.
 - v) The teacher-supervisor may not receive any pecuniary advantage, salary, honorarium or other advantage from an approved "outside agency tour". The teacher-supervisor 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.

Legal References:

- *The Education Act, Section 170 Duties of Boards: Co-instructional Activities; section 265 Duties of Principal: Co-instructional Activities*
- *Public Health Act: Swimming Pool Regulation*
- *Occupational Health and Safety Act*
- *Highway Traffic Act; Travel Industry Act (1990)*

District References: [District Reference documents can be found online](#)

- Board Policy No. 17: Transportation of Students
- Administrative Procedure 145: School Code of Conduct
- Administrative Procedure 320: Staff Administration of Medication and/or Medical Procedures
- Administrative Procedure 322: Concussion Management: Return to Learn and Return to Physical Activity
- Administrative Procedure 330: School Canvassing and Fund-Raising
- Administrative Procedure 370: Student Use of Controlled Substances of Alcohol
- Administrative Procedure 498: Volunteers in Schools

Out-of-School Learning Checklist/ Forms

- Approved Out-of-School Excursion Site Information
- Excursion Chart Overview-Out-of-School Learning
- Checklist OC-1 Same Day Excursion
- Checklist OC-2 Extended Overnight Excursion
- Checklist OC-3 Extended Out of Province/ Country Excursion
- Checklist OC-4 High-Care Activity
- Checklist OC-5a Basic Canoe Skills Test
- Checklist OC-5b Swimming/Canoeing Water Safety Test
- Checklist OC-5c Kayaking Skills Test
- Checklist OC-8a Alpine Skiing/Snowboarder Responsibility Code
- Checklist OC-8b Cross Country Skiing Responsibility Code
- Form 230-1A Excursion Approval Form
- Form 230-1B Extended Out-of-Province/Country Excursion Approval Form
- Form 230-2 Parent Information and Consent to Participate Form
- Form 230-3A Permission to Try-Out for Athletic Team and Participation Consent Form
- Form 230-3B Athletics Trip Information and Consent Form
- Form 230-3C Request to Resume Participation in Physical Education/Athletics
- Form 230-4 Excursion Volunteer Application Form
- Form 230-5 Excursion: Authorization for Drivers
- Form 230-6 Excursion: Consent for Senior Student Drivers
- Form 230-7 Agreement for Departure from Itinerary
- Form 230-8 Financial Summary for Excursions
- Form 230-9 Medical Information Consent for Excursions Form
- Form 230-10 Request for Administration of Oral Medication Form
- Form 230-11 Administration of Oral Medication—Student Medication Log
- Form 230-12 Alpine Skiing/Snowboarding Consent Form
- Form 230-13 Same Day Consent to Participate Form Related to the ESP, CIP, LSP programs
- Form 230-14 Secondary Health and Physical Education Consent to Participate in Activities Off School Property
- Form 230-15 Transportation Requisition
- Form 230-16 Application for Approval of High-Care Excursion Site
- Form 230-17 Out of Country Excursion Parent Letter

Related Guidelines and Resources:

- Secondary and Elementary Safety Guidelines—Ontario Physical and Health Education Association (OPHEA), www.ontariosafetyguidelines.ca
- [OPHEA – Physical Activity and Sport-Related Concussion](#)
- International Travel Contacts – www.voyage.gc.ca or sos@international.gc.ca
- Government Health Insurance Plan – <http://www.health.gov.on.ca/en/public/programs/ohip/default.aspx>
- Department of Foreign Affairs
- OSBIE – Ontario School Boards' Insurance Exchange