



- 3.1.3 Shall provide accommodations to support student participation, making every reasonable effort to prevent and remove barriers that impede any individual from participating fully and completely in accordance with the *Accessibility for Ontarians with Disabilities Act*.
- 3.1.4 May be cancelled where participation numbers, as previously determined by the Principal and excursion organizer, are not met.
- 3.1.5 May be revised, shortened, cancelled or terminated at any time if, in the opinion of the school Principal or Superintendent, the activity cannot proceed or be completed in a safe or satisfactory manner, including, but not limited to, when Board transportation is suspended due to inclement weather.
- 3.1.6 Shall be a well-planned extension of the curriculum available to all students and include a faith development experience (i.e., liturgical celebration or prayer reflection) where appropriate.
- 3.1.7 Shall be planned with consideration given to the age of the students, distance of the activity from the school, associated costs to the students/families and ability for all to participate.
- 3.1.8 Shall ensure that attendance at Sunday Eucharist is part of the planned activity when students are away from home on Sundays.
- 3.1.9 Shall have obtained required approvals prior to the organization/promotion of the activity.
- 3.1.10 Shall be on a cost-recovery basis for excursions that are considered to be voluntary enhancements to the curriculum.
- 3.2 Alternative activities shall be provided for those students who choose to remain at school.
- 3.3 Level I Excursion documentation shall be retained at the school for one year beyond the date of the event.
- 3.4 Level II and III Excursion documentation shall be retained at the school department for two years beyond the date of the event.
- 3.5 Approval for overnight excursions shall not be granted to JK to Grade 3 students.
- 3.6 Overnight excursions for Grade 4 – 6 students shall be approved by the Superintendent on an individual basis.
- 3.7 In elementary schools where a non-staff member has coached extra-curricular teams and/or bands and has been approved by the Principal to travel with the assigned supervisors, supervisors shall acknowledge that at all times priority must be given to the supervision and safety of York Catholic District School Board students.

3.8 Volunteers are not to supervise Level III excursions.

3.9 The Principal of a secondary school shall obtain supervisors from the following groups, in this order;

3.9.1 The school's teaching staff;

3.9.2 The school's non-teaching staff that work directly with students attending the excursion;

3.9.3 Another YCDSB school's teaching staff; and,

3.9.4 A supervisor determined in consultation with the Superintendent.

3.10 An assigned supervisor shall not bring family members on any planned excursion.

3.11 Students shall be responsible for submitting completed documents prior to the start of the excursion with the approval of their parents/guardians, as noted by their signature, on all required forms for students under the age of 18 years. Students shall not be approved to participate without the completed forms.

3.12 A student may be denied participation in an educational excursion, or returned early from the excursion based on demonstrated inability to follow expected behaviour guidelines or in the interest of safety.

4.3.2 To ensure that transparent and fair Human Resources staffing procedures are followed accurately for all summer school courses including those that are delivered overseas.

4.3.3 Report Level III excursions to the Board, as required.

4.3.4 Ensure that no staff benefits personally or is in a position of conflict as delineated in Policy 423 *Conflict of Interest for Employees*.

4.4.1 Maintain a list of current approved tour operators.

4.4.2 Make available to schools the list of current approved tour operators.

4.5.1 Ensure that staff members are familiar with, and adhere to this policy and related procedures when planning an excursion.

4.5.2 Ensure that the proposed activity reflects/ties int-fh

cannot proceed or be completed in a safe or satisfactory manner, including, but not limited to when Board transportation is suspended due to inclement weather.

4.5.13 Pro

- 4.7.1 Comply with Policy 202 *Safe Schools – Student Discipline* and Policy 218 *Code of Conduct* and the expectations of all services/agents providing a component of the excursion.
  - 4.7.2 Act with reasonable care towards themselves and others during the excursion in order to contribute to a safe experience.
  - 4.7.3 Be knowledgeable about and adhere to all safety (i.e., instructions, conduct, expectations of staff and specific venue) and emergency (i.e., medical, lockdown, evacuation, etc.) procedures during the excursion as directed by the teacher/organizer.
  - 4.7.4 Pay the full cost or part of the cost of any excursion.
  - 4.7.5 Submit all required forms in a timely manner.
- 
- 4.8.1 Attend all excursion meetings.
  - 4.8.2 Approve their child's participation if their child is under the age of 18 years.
  - 4.8.3 Complete all required information on forms and submit forms in a timely manner.
  - 4.8.4 Un<sup>e</sup>rs<sup>e</sup>rs

conjunction with a tour company such as an excursion to Ottawa, Muskoka Woods or Camp White Pines.

Study tour/extended travel;

Organized by school staff or the YCDSB Continuing Education Department (overseas credit courses);

An elective activity for students;

Greater than 1,000 kms from the school;

May take place within Canada or internationally; and,

Contracts and undertakings are between the participants and the tour operator.

For the purpose of this policy the Organizer is a York Catholic District School Board employee who seeks approval for the out-of-class activity from the Principal and takes responsibility for planning the out-of-class activitythe out-of

YCDSB Policy 312A [Textbooks Program Enhancement Fees or Replacement of Materials - Elementary](#)

YCDSB Policy 312B [Textbooks, Program Enhancement Fees or Replacement of Materials - Secondary](#)

YCDSB Policy 423 [Conflict of Interest for Employees](#)

YCDSB Policy 425 [Workplace Harassment](#)

YCDSB Policy 608 [Volunteers in Schools](#)

YCDSB Policy 613 [Equity & Inclusive Education](#)

YCDSB Policy 802 [Purchasing, Lease & Rental of Goods & Services](#)

YCDSB Policy 803 [School Generated Funds](#)

[YCDSB Hospitality & Gift Guidelines](#)

[YCDSB Guidelines for School Generated Funds](#)

YCDSB Records Management Program User Manual

[Accessibility for Ontarians with Disabilities Act](#)

[OPHEA](#) (Ontario Physical & Health Education Association) Physical Education Safety Standards

YCDSB [Procedure School Organized and Continuing Education Excursions](#)

Admin. 16 Excursion Approval Form - Required for Level I, II and III Excursions Admin.

16A Excursion Approval Process - Required for Level II and III Excursions Admin. 16B-1

Program Plan – Optional for Level 1, Required for Level II and Level III Excursions

Admin. 16B-2A Consent, Information & Permissions - Required for Level II

Excursions/Extended Travel

Admin. 16B-2B Consent, Information & Permissions - Required for Level III

Excursions/Extended Travel

Admin. 16B-3A Acknowledgement and Authorization - Required for Level III

Excursions

Admin. 16B-3B Release & Indemnification Form for Education Trips (For Students

Over 18 Years)

Admin. 16B-4 Medical Information and FOI - Required for Level III Excursions

Admin. 16B-5 Letter of Agreement - Required for Level III Excursions Admin.

16B-6 Consent for Student to Travel Abroad – Required for Level III Excursions

Admin 16B-7 Emergency Evacuation Response Guide

Admin 73 Informed Consent/Permission for Education Trips – Elements of Risk:

Activity Specific

Admin 74 Volunteer Driver – Authorization to Transport Students Admin 75

Informed Consent/Permission for Education Trips – Elements of Risk: General

Admin 75B Informed Consent/Permission Form for Skating Excursions Admin 75C

Informed Consent/Permission – Water-Based Activities-In, Near or Over Water

Admin 75D Informed Consent/Permission – Water-Based Activities – On Water



(Boating/Watercraft)

Admin 79 Informed Consent/Permission for Ski/Snowboard Excursions OSBIE

Winter Sports Package Forms

A

## 2.1 Level I and II Excursions

Students in Kindergarten 1 adult to 5 students  
Students in grades 1 to 3 1 adult to 8 students  
Students in grades 4 to 6 1 adult to 10 students  
Students in grades 7 to 9 1 adult to 13 students  
Students in grades 10 to 12 1 adult to 15 students

Volunteers may be used to meet ratio expectations, subject to Policy 608 *Volunteers in Schools*.

## 2.2 Level III Excursions

1 adult to 12 students (recommended), (Volunteers are not to supervise Level III excursions as stated in parameter 3.8).

2.3 Excursion organizers shall endeavour to have male and female supervisors.

2.4 Some excursions may require additional supervision. Organizers shall comply with OPHEA Safety Guidelines in such circumstances.

## 3.1 Transportation for excursions shall be governed as follows:

Properly licensed public vehicles or carrier (expected means of transport); For students with physical challenges, teacher/organiser is to ensure that appropriate transportation is arranged.

## 3.2 Private Vehicles (when necessary)

Where a private vehicle is being used the following conditions must apply: -

Seat belts must be worn at all times;

- Only one passenger per seat belt.

Driver(s) must be properly licensed individuals who:

- are at least 18 years of age;

- Whose vehicles are insured for a minimum of two million dollars of public liability and passenger hazard; and

